

Youngstown Free Library
Annual Meeting of the Library Association
Agenda
January 22, 2024, 6:30 PM

Meeting of the Library Association Called to Order

Nomination of President and Secretary Pro Temp

Public Comment

Minutes of the Annual Meeting January 23, 2023 presented for approval

Election of New Board of Trustees

Nominees:

Mary Clinch	Board of Trustees 1st full 3-year term 2024-2027
Shawn D’Luhy	Board of Trustees 1 st full 3-year term 2024-2027
David Smith	Board of Trustees 2nd 3-year term 2024-2027
Dr. Nancy Askins	Board of Trustees 1 st full 3-year term 2024-2027
Peter Pfohl	Board of Trustees 1 st full 3-year term 2024-2027

Bill Siddall is retiring from the Board. Barbara Costello is also retiring after 2 full 3-year terms.

Annual Reports

President’s Report	Karran Swayze
Financial Report	David Smith
Library Director	Sonora Miller
Friends of the Library Report	Colleen Summerville
Other Reports	

Old Business

New Business

Approval of authorization of prepaid or reoccurring expenses
Smith

David

-Pre-approval of the following schedule of recurring obligations for the 2024 fiscal year, so that they may be paid as they become due, without further action from the Board

The schedule comprises:

- All personnel expenses relating to salaries, wage and other wage related compensation
- All expenses relating to accounts, payroll preparation, and payroll tax payment
- Credit card
- Internet and phone
- Alms fees
- Housekeeping
- Postage

These are expenses that we are obliged to pay as soon as they become due, and pre-approval provides for them to be paid in as timely a manner as possible.

Trustee signatures need to be provided on the following forms:

- Code of Ethics
- Conflict of Interest
- Whistleblower Protection

Trustee signatures are also required on the following documents, signifying support for the Collection Development Policy approved in 2022:

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

Trustees are reminded of the NY State required 2 hour training for Trustees on duties and responsibilities of Trustees that was passed in 2022.

Adjournment

YOUNGSTOWN FREE LIBRARY
Minutes of the 73rd Annual Meeting of the Library Association

Regular meeting
Date: January 23, 2023 Time: 6:30 pm

Present: Karran Swayze, Mary Clinch, Maggie Steyn, David Brooks, Barb Costello, Bill Siddall

Director: Sonora Miller

Absent: Devon Tower, Dave Smith (both excused)

Call to Order: By Sean Karran Swayze at 6:35 pm

Comments from the public: None

Minutes: The minutes of the January 24, 2022 YFL Association Annual meeting were presented for approval.

- A motion by Maggie Steyn and seconded by Barb Costello was made to accept the minutes as presented.
 - The motion was passed.

President's Remarks – Karran Swazyze:

- Nominees for specific roles:
 - Karran Swayze – President
 - Mary Clinch – Secretary Pro Tem
 - A motion by Barb Costello and seconded by David Brooks was made to accept the slate of nominations.
 - The motion was passed.
- Nominees to the Board of Trustees, for those starting new terms:
 - David Brooks – 2nd 3 year term 2023-2026
 - Karran Swayze – 3rd 3 year term 2023-2026
 - Bill Siddall – remaining year from prior 3 year term of Mary Beth Smith
 - A motion by Barb Costello and seconded by Mary Clinch was made to accept the slate of nominations.
 - The motion was passed.
- Maggie Steyn has completed her maximum consecutive terms of service and is retiring from the Board. Maggie was thanked for her commendable hard work and service to the Library over many years.
- Devon Tower sent on a message for Karran to share with the Board, which expressed how much she enjoyed working with the Board, and how much she had learned in the past few years. She would be happy to keep in touch re: fundraising activities during the year.

- Karran shared the list of volunteers (outside of the Board and the Friends) that were to be commended for their service to the Library in 2022.

In-Library Volunteers:

- Sabra Whipple (started in 2022)
- Faith Koch
- Philip Miller
- Dotty Packman (retired at end of 2022 after 30 years of weekly volunteering)
- Josie Sippel (started in 2022)
- Gretchen Greene
- Karen Johnson (retired mid-year in 2022)
- Mary Telatnik
- Isobel Scarisbrick
- Brian Moran

Program & Fundraiser Volunteers:

- Janelle Jordan (Storywalks in 2022 summer reading program)
- Nadine Tidwell (Take & Make Craft kits all year, Christmas in the Village)
- Faith Koch (assistance taking down Storywalks, cookies for 5K)
- Emma Hartloff (Noon Year's Eve party)
- Ivy Hartloff (Noon Year's Eve party)
- Lauren Morse (Easter cookie kits fundraiser)
- Paul Inskeep (grant assistance)
- Eran Colbus (heavy lifting help with summer reading)

- Karran also thanked:
 - Members of the various Board committees for their service in 2022, and highlighted accomplishments such as updates to the Investment and Personnel Policies, the grants applied for, and the initiation of funds to the Community Foundation of Greater Buffalo.
 - The Friends for their continued support and generosity in 2022, highlighting the services and initiatives that were made possible via their funding (such as ongoing subscriptions, membership accounts, and the Ruby Carey Scholarship. Several individual Friends Board members, including Colleen Summerville and Wendy Swearingen, were thanked for special efforts performed during the year.
 - Sonora and her Library staff for excellent performance through ongoing pandemic-related challenges, and for the extra effort during the search for and onboarding of new staff.

Finance Report – Maggie Steyn:

- Treasurer Maggie Steyn shared highlights of her Financial Report for 2022, including:
 - The continued heavy reliance on the Fund Drive and outside/community gifts to the library (including the community- and Library-sponsored outreach events) to bring in additional funds needed.
 - A significant number of community-led fundraising events were held in 2022, reflecting the generosity of our supporters; this helped our revenue come in \$1,155.50 over budget
 - Operating expenses were kept on or under budget for 2022.
 - The movement of funds to the Foundation shows us incurring an accounting loss of ~\$17,687.34 over the year, as anticipated.
 - Recommendations were made to the Board to:
 - Close the current account designated for the Ruby Carey Scholarship and fund it instead from a different remaining account.
 - 2 of the 3 CDs held will mature in 2023, and a different investment vehicle should be identified.

- The CFGF transfers should continue, with 2 to occur as planned by 2025. It was noted that 2 of the grants applied for in 2022 were funded by the CFGF.
- Aggressively market the Foundation, encouraging folks to consider the Library in their estate planning.
- Invest the additional cash recognized as part of the CARES act in 2022.

Director's Report – Sonora Miller:

- Salary savings seen in Oct-Dec were due to the staff being shorthanded. In addition, some planned purchases (books, AV, etc.) did not occur yet due to higher workload. These will be addressed in the near future as new hires progress in their onboarding.
- Accomplishments towards each of the four goals in the Library Strategic Plan (active through the end of 2023) were shared; it was noted these are also required for inclusion in the upcoming Annual Report submission. Of note, nearly \$10,000 was received from grants in 2022, and attendance rates climbed back up – the Library welcomed 16,191 people through the doors, equating to 9 an hour!

Friends of the Library Report – Bill Siddall:

- The Friends are looking to reinstitute more events in 2023 that had to be put on hold during the pandemic.
- A new slate of officers was elected within the Friends Board, with Jodee Riordan to serve as President.

New Business:

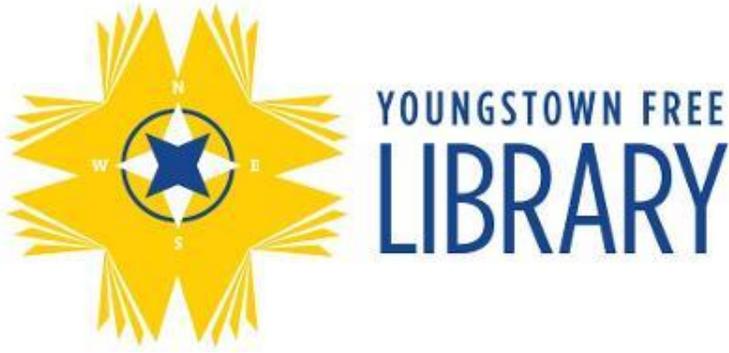
- Pre-approval of continuing expenses:
 - All personnel expenses relating to salaries, wage and other wage-related compensations
 - All expenses relating to accounts, payroll preparation and payroll tax payment
 - Credit card
 - Internet and phone
 - ALMS fees
 - Housekeeping
 - Postage
- A motion was made by Bill Siddall and seconded by Barb Costello to accept the pre-approval of continuing expenses.
- The motion was passed.
- Trustee signatures need to be provided on the following forms:
 - Code of Ethics
 - Conflict of Interest
 - Whistleblower Protection
- Trustee signatures are also required on the following documents, signifying support for the Collection Development Policy approved in 2022:
 - Library Bill of Rights
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➤ The meeting was adjourned at 7:19pm on a motion by Bill Siddall and seconded by David Brooks.

The next meeting of the YFL Association will be January 22, 2024.

Respectfully submitted,

Mary Clinch
Recording Secretary Pro-Tem
Youngstown Free Library Board of Trustees



Financial Report **for the** **Annual Meeting-January 22nd, 2024**

The 2023 Budget contained projected revenues of \$143,330.

- The Town of Porter funding remained at \$70,000 and the Friends contributed \$15,995, an increase of \$1,995 over the 2022 amount. As always, we relied on donations from the Annual Drive and Gifts to the Library from both individuals and Community- and Library-sponsored events to bring in additional needed funds.
- Adding in the final Friends funding of \$15,500 (not deposited in 2023), our revenues for 2023 totaled \$148,732.91, exceeding anticipated revenues by \$5,403.

Expenses totaled \$214,867.05. Subtracting the contribution to the CFGFB of \$67,000 leaves operating expenses for 2023 at \$147,867.05 (versus budget of \$143,300).

- The biggest expense shortfalls were in SUTA/FUTA (\$2,145.96), Subscriptions and memberships (\$1878.80), and office supplies (\$1240), and have been more properly accounted for in the 2024 budget.
- All other expenses were much in line with the budget.

In addition to the basket raffle at Christmas in the Village (which I think should be an annual Board-sponsored event) and a spot at the Porter-on-the-Lake Summer event, I propose the Board sponsor one or two more community-based events to raise money and increase our visibility in the community. One example is the Solar Eclipse event, possibly another Electronics Recycling (or some similar)

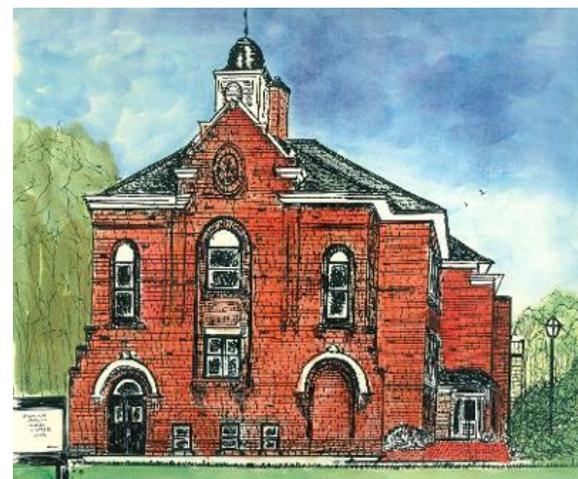
event, or some other event that wouldn't require a tremendous amount of manpower to run.

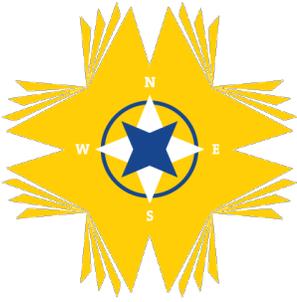
Thank you to Sonora for working with the Board to control costs and still provide the community with a cheerful, clean, inviting space to utilize and enjoy.

Thank you also to the Friends of the Library for their fund-raising efforts throughout the year, and their cooperation with all that the Board asks. We are very lucky to have such an accommodating group to work with for the betterment of our very special Library, especially in this, our 75th YEAR OF OPERATION!

Respectfully submitted,

David Smith, Treasurer, Youngstown Free Library Board of Trustees





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Director's Report

Annual 2023

In 2023, the Library accomplished tasks from each of its four goals in its 2018-2025 Strategic Plan.

Goal 1: Sustainability

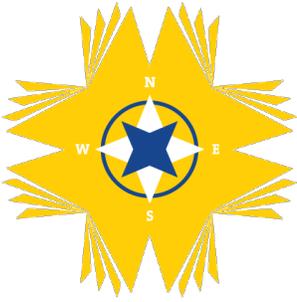
Ensure that the library is well-positioned to provide for the needs of current and future generations of members of the community of the Youngstown Free Library.

1. Ensure sustainable Library funding for the long-term future.

- a. The Board of Trustees completed the initial funding requirement of \$100,000 for the Youngstown Free Library Foundation, managed by the Buffalo Community Foundation.
- b. In January 2023, the Library received its \$5,000 grant from 2022 Ralph C. Wilson, Jr. Arts & Culture Initiative for operating expenses and digital library resources.
- c. In March 2023, the Library was awarded a \$305 mini-grant from Nioga for youth services. This was used for take-and-make craft kits for children.
- d. In April 2023, the Library was awarded a \$400 grant from Nioga for summer reading programs for children and teens.
- e. In April 2023, the Library was awarded a \$500 grant from the Youngstown Lions Club for the children's audiobook collection.
- f. In May 2023, the Library was awarded a \$315 mini-grant from Nioga for adult outreach. This was used for adult audiobooks and Playaways.
- g. In May 2023, the Library was awarded a \$1,500 grant from Dollar General Literacy Foundation. This was used for summer reading programs for children and teens.
- h. In June 2023, the Library was awarded a \$1,500 grant from Legislator Irene Myers through the Niagara County Community Partnership Fund. This was used for summer reading programs for children and teens.

2. Ensure sustainable building and physical needs for the long-term future.

- a. Air-conditioning units were serviced and repaired by Steve's Heating and Cooling several times in summer 2023.
- b. Medify air purifiers continue to run during all open hours to provide a more sanitary library environment.



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- c. Since its purchase in December 2021, the Roomba i3 has been supplementing vacuuming in conjunction with spot vacuuming by the library director. It is proving to be an efficient and easy-to-use solution.

3. Recruit and maintain well-qualified Board of Trustee members who will use their tenure to represent, promote and fundraise on behalf of the Library.

- a. Trustee education programs were offered on Dropbox access, Google calendar access, open meeting law, and more.
- b. Trustees independently and ably represented the Library at community meetings, groups, and fundraisers.
 - i. Trustee B. Costello organized the 2nd Annual Stone Jug 5K and Stone Jug Golf Tournament to benefit the Library.
 - ii. Town of Porter's Summerfest was especially well attended by trustees, who were able to connect with the community and local lawmakers.
- c. Trustees formed grant committee and worked collaboratively to apply to community grants.

4. Support the health and work of the Friends of the Library.

- a. The Memorandum of Understanding between the Friends and the Trustees was signed in April 2023.
- b. Fundraising platform for Library and Friends was switched from Network for Good to Donorbox to support both organizations' fundraising goals while eliminating over \$1,000 in usage fees.
- c. The Library Director and Trustee Liaison attended Friends meetings in 2023.
- d. The Library Director regularly submitted articles for the Friends' quarterly newsletter.

5. Ensure that the Library policies and by-laws are kept current.

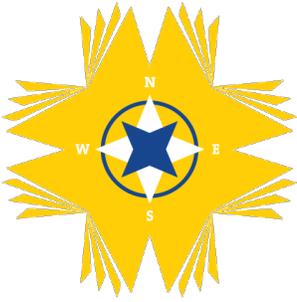
- a. Policies updated in 2023: Trustee responsibilities addendum, Bylaws of the Library Trustees.
- b. Library trustees, in accordance with NYS requirements, each completed two hours of continuing education in 2023.

Goal 2: Responsiveness to the Community

Integrate community needs with Library offerings.

1. Create an environment that encourages all members of the community to participate, making it a valuable center of the community.

- a. The Library welcomed 18,113 people through its doors during 1,832 hours of operation. This was a 12% increase in foot traffic over 2022,



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and it averages out to over ten people visiting the Library in person every hour.

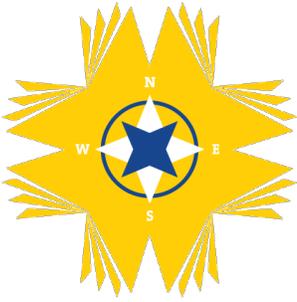
- b. Regular volunteers of all ages helped out in-library on a weekly basis in 2023.
- c. Dynamic monthly book displays for children, teens, and adults celebrated diversity and representation of everyone in the community.
- d. The coffee, hot chocolate, and tea station welcomed patrons to relax and rehydrate at the Library in 2023.
- e. As of December 2023, Youngstown Free Library had 1,708 patrons. The Library serves a population of 4,899, so nearly 30% of the people in its service area has a library card at Youngstown (this does not include people who live here but hold a library card at a different library).

2. Provide or host Library programs that respond to community requests and interests.

- a. Non-Fiction Book Club, created by community request, continued to meet bi-monthly in 2023.
- b. After a hiatus, the Evening Book Club and Afternoon Book Club returned to regular meetings in September 2023.
- c. Tabletop gaming programs for teens and adults began at the Library in summer 2023. Due to popularity, patrons now continue the group independently, yet still meet at the Library!
- d. The Summer Reading Program and Reading Challenge welcomed children and teens in 2023.
 - i. Summer Reading Challenge 2023: 63 participants read 87,091 minutes from June 26 - Sept. 9
- e. The Library has maintained its Zoom access to Evening and Non-Fiction Book Clubs in 2023. This expanded access met community requests for those homebound, vacationing, and out-of-town patrons.

3. Provide Library materials that respond to community interests and requests.

- a. Thanks to several community grants, the Library has expanded its audiobook and digital library collections in 2023, better serving those of all ages with visual disabilities, those desiring 24/7 access to their library, and homebound patrons.
- b. The magazine collection expanded by 14 titles in 2023, all of which were patron requests and are proving to be very popular.
- c. 2023 checkouts from physical collection: 21,153 items
- d. 2023 checkouts of computers, hotspots, and sunlamps: 404
- e. 2023 checkouts from digital collection: 3,025 items
- f. 2023 checkouts from inter-library loaned items: 2,820 items from other Nioga libraries' collections and beyond
- g. 2023 items from Youngstown's collection sent to patrons from other libraries: 3,584 items, which continues to justify the fact that we have



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items that not only our patrons want, but that patrons from other libraries also want!

- h. We have been delighted to see these circulation numbers continue steadily, which shows that patrons are continuing to visit the Library *and* they are finding what they want to check out!

4. Provide Library services that respond to community needs.

- a. Library staff attended CPR/AED training in 2023 to better able to serve the community with emergency situations while they are in the Library.
- b. Due to collaboration with Niagara County Board of Health and Legislator Irene Myers, the Library was able to provide the community with access to free COVID test kits periodically in 2023.
- c. The Library continued its annual display of free tax forms and instruction booklets for checkout.
- d. Hotspots and SAD sunlamps provided access to needed community services in patrons' homes. Wireless Internet and therapeutic full-spectrum lights were loaned 27 times in 2023.
- e. The Nearly New Book Sale continues to offer brand new books for one dollar each, a popular request by both locals and tourists in our community. Over 350 books were sold in 2023.
- f. Faxing, scanning, printing, copying, and battery recycling services continue to be frequently used services.

Goal 3: Transparency and Communication

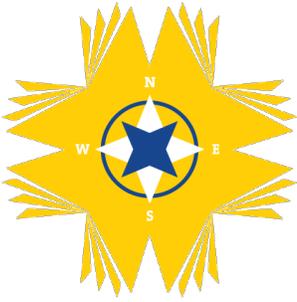
Inform, listen and communicate openly with the Youngstown community on all matters.

1. Originate, facilitate and operate a broad cross-community information exchange to enlighten and inform the community.

- a. The Library operates an active and responsive presence on social media networks. News, programs, community alerts, and photos continue to enlighten and inform this growing community.
 - i. Facebook saw an increase from 1,200 followers to 1,442 followers: <https://www.facebook.com/youngstownfreelibrary/>
 - ii. Instagram saw an increase from 597 followers to 700 followers: <https://www.instagram.com/youngstownfreelibrary>

2. Ensure all modes of dispersing information about the Library are accessible, transparent, up-to-date and accurate.

- a. The Library updated its profile to a Gold Seal of Transparency from Guidestar in 2023. Sharing information about the Library's finances and leadership allows more people to have access to quality information about the Youngstown Free Library.



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- b. The Library's website posted board packets of agendas and reports prior to library board meetings (<https://youngstownfreelibrary.org/library-board-reports.html>) in 2023.
- c. Information about Library programs and services were shared in the quarterly Friends of the Library newsletters in 2023.

3. Anticipate and provide for community information needs.

- a. The Library applied for a grant for 1,000 eclipse glasses from the Space Science Institute in preparation for the April 2024 solar eclipse.
- b. Social media was used to share local information from community groups, local governments, and snow emergency information with the community.

4. Develop working relationships with local leaders, organizations and community groups within the Youngstown Free Library service area.

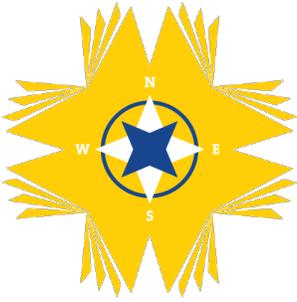
- a. The Library was an active member of the Youngstown Business and Professional Association, meeting regularly with local government leaders, organizations, and community groups.
- b. The Library was recognized as a community organization by the YBPA in 2023 along with the Youngstown Lions Club and the Lake Ontario VFW Post 313.
- c. A seventh year of "One District, One Book" was held in winter and spring of 2023. This annual, district-wide reading program partners schools with community businesses and libraries to read a single book together. As a member of the committee, I organized book voting at the Library, read aloud a book chapter for the District's website, and represented the Library throughout this successful in-person program for *Dragons in a Bag*.

Goal 4: Partnerships and Collaboration

Strengthen the position of the Library within the Youngstown community with ongoing partnerships and collaboration with government, organizations, businesses and individuals.

1. Cooperate with local organizations to offer programming to the community.

- a. The Afternoon Book Club met at the Lewiston Senior Center, and that partnership with them has increased the visibility of the Library in the senior community.



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- b. I offered bi-weekly storytimes during the school year to the toddlers and preschoolers at The Children's House Montessori program at the First Presbyterian Church.
- c. The Friends' funding allowed the Library to purchase a family membership to Old Fort Niagara, so we are honored to be able to share that local resource with our library patrons.
- d. The Lewiston Writers' Group has met at the Library biweekly in 2023, and their authors have donated copies of their published books to the Library's collection.

2. Strengthen connections with local government leaders individually and as a group in order to facilitate camaraderie and partnerships.

- a. Niagara County Legislator Irene Myers facilitated a \$1,500 grant from Niagara County to support the 2023 Summer Reading Program, and she has been incredibly helpful in providing COVID supplies and tests for the community.
- b. State representative Angelo Morinello facilitated a grant that is still in process. More details will come when it's been finalized.
- c. Library board members met with local lawmakers Angelo Morinello and Robert Ortt in December 2023 to advocate for NYS funding for libraries in the next budget year.

3. Collaborate with local businesses and individuals for Library fundraising opportunities that will lead to financial sustainability.

- a. Local businesses and organizations rallied to support the Youngstown Free Library with fundraiser partnerships in 2023. Ray's Tavern, Stone Jug, and Bandana's organized and held stand-alone fundraisers to benefit the Library.
- b. Hibbard's Original Frozen Custard, Buffalo State College, Ray's Tavern, Bandana's, Hill of Beans, Sister and Brother, Lions Club, Niagara Outfitters, Everything Youngstown, Hardened Art Tattoos, Youngstown Village Diner, Stevenson's Hardware, Rite-Aid, and Beegotten Farm donated items or gift certificates to support the Library.

Respectfully submitted,
Sonora R. Miller
Library Director