

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: FEBRUARY 26, 2024

TIME: 7:00 p.m.

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

Absent: Dr. Nancy Askins

Call to Order: 7:03 p.m.

Comments from the Public: None

Minutes of the January 2024 Board Meeting:

- A motion was made by Dave Smith and seconded by David Brooks to accept the January meeting minutes. The motion passed.
 - Mary will change the designation on the minutes from ‘Draft’ to ‘Accepted’. An updated copy will be posted to Dropbox.

Finance Report: Dave Smith

- Dave Smith reported that in January, total revenues were \$17,705. The biggest contributors were Annual Drive donations and the generous allocation from the Friends. The Town of Porter allocation will be included in February numbers.
- Expenditures were in line with budget. Dave raised that many fee types (alms, books, supplies, etc.) are increasing and will need to be monitored.
- Monies were transferred between Morgan Stanley and Key Bank to ensure adequate coverage for the next two months of operation.

Correspondence Report: Shawn

- Letters were sent in January to the two individuals who recently left the Board.
- Karran will share the list of names to send thank-yous to this month (reflected under New Business).

Director’s Report: Sonora

- Carpet cleaning was performed this past weekend in several spaces of the Library.
- An application was submitted for the Dollar General grant; this is the grant that funded last year’s Summer Reading Program. A decision is expected in May.
- Sonora shared a subset of the Annual Report that she prepared and noted that a few financial datapoints still need to be confirmed and may require an update prior to the report being

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formally submitted. Sonora commented that she was pleased to see the number of programs and attendance increase in 2023, even with the resourcing constraints faced by the Library.

- A motion was made by Karran and seconded by Shawn to accept the annual report with the understanding that specific financial updates may be made once those datapoints are confirmed. The motion passed.
- Sonora shared the selections being read by our various Book Clubs this month, and provided updates on the One District, One Book initiative supported by local schools. She will be present at the upcoming Family Literacy Night this Friday at Lew-Port.
- COVID testing supplies and tax forms are both available in the Library. Tax form instructions have been made available as booklets that may be checked out by patrons. Sonora noted we are one of the few libraries in the area that provide this service.
- Sonora attended the Youngstown Lion's Club meeting on February 6 and presented on the purchases that were made (youth Playaway offerings) with the Lion's Club grant received in 2023.
- Inventory processing is currently on hold.

Friends Report: Dave Smith

- The most recent meeting of the Friends of the Youngstown Library was held on Feb. 21; officers were elected.
- The Friends approved an initial donation of \$1500 to the library's upcoming 75th (diamond) anniversary celebration.
- Recent event updates: The chili cookoff raised over \$1300, thanks to Bandana's and the hard work of the event planners.
- Upcoming events: The Friends will support the upcoming St. Patrick's Day parade (Mar. 16th), Membership Mailing Drive, Summer Street Dance (Jun 20th), and a potential new event – a Victorian Style Diamond Jubilee Tea to be held later in the year. This event would be held in place of Dessert in the Stacks this year.
- The Spring Book Sale will be held May 2-4; Cheryl Milicia will coordinate volunteers.
- Shawn asked if the Friends were amenable to adding the YFL mission statement to the Friends letterhead. Sonora noted that she is working with Molly Marietta to update the Library's logo with a designation for the 75th anniversary; we can review what may be available in time for the upcoming Friends mailings and/or newsletters and share details with them.

Old Business:

- Karran shared the list of Trustees who volunteered to serve on Board committees in 2024:
 - Personnel – Mary, Shawn, Peter, Sonora
 - Finance – Dave Smith, Karran, Peter, Sonora
 - Nominating – David Brooks, Shawn, Nancy
 - Scholarship – Karran, Mary, Colleen Summerville (Friends), Colleen Stortecky (Friends), Jan Howard (representing the public)
 - Communications/PR – Nancy, Karran, Sonora
 - Historical – David Brooks
- A motion was made by Mary and seconded by Peter to accept the committee assignments. The motion passed. Per Karran, time will be allocated at the March Board meeting to review committee agendas and to have a chairperson named for each committee.
- Shawn shared updates on the planning for the 75th anniversary:

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- A committee meeting was held on Feb. 8 to discuss initial ideas for actions and events.
- A small event will be planned for the solar eclipse in April.
 - The Village has asked for additional information to support the application that was submitted to use the grounds surrounding the building. Shawn will follow up with the Village and invite Nicole, the police chief, and the fire department to the next planning meeting (Feb. 29).
 - The Board discussed the desire to keep the event small, and that a notice could be sent to Library patrons. Sonora noted that a good portion of the Library's supply of eclipse glasses is already allocated, and that glasses available in the Library have been going quick.
 - The committee will also discuss adding educational elements to the event.
- A motion was made by Shawn and seconded by Karran for the use of funds (up to \$100) to spend on materials (fluorescent paint and chalk) for the event. The motion passed.
 - Shawn shared information on potential costs for banners and signage to highlight the 75th anniversary. The Board agreed that print-ready materials should be produced, and that Molly could be approached to assist with design.
 - Dave Smith shared details of the new policy for managing donations and invoices related to the celebration. The Friends Treasurer will segregate and manage monies, individuals making purchases will need to cover costs and submit for reimbursement, and a spending threshold needs to be defined (and any purchases over this amount would require approval by the Board Treasurer).
- A motion was made by Shawn and seconded by Peter to set the threshold for approval at \$75, with any purchases above that amount to require approval by the Board Treasurer. The motion passed.

New Business:

- Karran shared the list of individuals and groups that should receive thank-you notes for their generous contributions of time and money:
 - For the 5k run – Mike & Barb Costello, Race Management Solutions, the Youngstown Fire Department, Michelle Wesley (for coordination of the Boy Scouts), Charlotte Clark (for coordination of the Cub Scouts), and Peter Pfohl and Janice Marianni for assistance with the bake sale.
 - For the chili cookoff – Rob & Melissa Kudel from Bandana's.
- Karran also shared that National Library Week will be celebrated Apr. 7 – Apr. 13; donations are being accepted to support gifts of appreciation for our hard-working Library employees.
- A motion to adjourn the meeting was made at 8:50 p.m. by David Brooks and 2nd by Dave Smith. The motion passed.

The next meeting of the Board will be held on March 25 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

March Treasurer's Report

March 25th, 2024

1. Revenues

- Total revenue in February was \$75,733.76, including \$70,000 from the Town of Porter. Annual Drive was \$3,335.00, gifts \$1732.71, grants \$220.00, and fines/copier/fax \$178.84.

2. Expenditures

- Expenses for January totaled \$12,322.19, including payroll (\$8220.11), materials and digital services (\$3207.03), and operating and miscellaneous (\$635-05). This is in line with usual expenses.

3. Investments

- Our Morgan Stanley account stands at \$238,262.35. Our Key Bank Account balance is \$22,073.68 as of 3/23/2024, sufficient for almost months' operations (\$12,000 per month in expenses).
- CFGB Account stands at \$108,722.89 as of 3/23/2024. This represents an increase of \$7,722.00 since inception, or a 7.65% increase. This puts us closer to the goal of maintaining our savings principal against the rate of inflation.

4. Miscellaneous

- I would like to attempt to place a substantial portion of the Morgan Stanley account in a CD (about \$60,000) before the interest rates start to fall. I would like to obtain one near a 5% rate but may have to settle for something closer to 4%. If I can't get that we may want to consider moving more money into the CFGB Fund if we don't have an active need for the money.

5. Summary

- The Youngstown Free Library should be well-placed to meet obligations for 2024.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Profit & Loss
 February 2024

	<u>Feb 24</u>
Ordinary Income/Expense	
Income	
Annual Drive	3,335.00
Fines /Copier /Fax	178.84
Gifts	1,732.71
Grant Funds	220.00
Interest - Morgan Stanley	
Morgan Stanley Interest	108.69
Total Interest - Morgan Stanley	108.69
Local Library Service Aid	143.70
Miscellaneous	14.82
Town of Porter	70,000.00
Total Income	<u>75,733.76</u>
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	6,979.87
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	533.97
5600 · SUTA/FUTA	321.65
Total 5000 · Personnel	8,220.11
Materials & Services	
Digital Materials	707.13
Audio Visual Materials	1,170.45
Books	939.84
Book Processing & Supplies	447.09
Programming	67.90
Copier Leasing & Usage	66.67
Internet/Telephone	-192.05
Total Materials & Services	3,207.03
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	69.97
Housekeeping	6.96
Copier Lease & Usage	66.68
Internet/Phone	-192.06
Total Operating Expenditures	635.05
Miscellaneous Expenditures	
Accounting	260.00
Total Miscellaneous Expenditures	260.00
Total Expense	<u>12,322.19</u>
Net Ordinary Income	63,411.57
Other Income/Expense	
Other Income	
Library Space	
Library Space Expenses	-70.82
Total Library Space	-70.82
Change in Fair Market Value	367.25
Total Other Income	296.43
Net Other Income	296.43
Net Income	<u><u>63,708.00</u></u>

Youngstown Free Library
Profit & Loss YTD Comparison
February 2024

	Feb 24	Jan - Feb 24
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	15,500.00
Annual Drive	3,335.00	5,275.00
Fines /Copier /Fax	178.84	230.84
Gifts	1,732.71	1,794.85
Grant Funds	220.00	220.00
Interest - Morgan Stanley		
Morgan Stanley Interest	108.69	224.28
Total Interest - Morgan Stanley	108.69	224.28
Local Library Service Aid	143.70	143.70
Miscellaneous	14.82	50.00
Town of Porter	70,000.00	70,000.00
Total Income	75,733.76	93,438.67
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	6,979.87	13,338.81
5400 · Ancillary Benefit	384.62	759.62
5500 · Social Security & Medicare	533.97	1,020.41
5600 · SUTA/FUTA	321.65	620.53
Total 5000 · Personnel	8,220.11	15,739.37
Materials & Services		
Digital Materials	707.13	1,475.96
Audio Visual Materials	1,170.45	1,199.69
Books	939.84	2,105.56
Subscriptions & Library Mbr Shp	0.00	1,309.99
Book Processing & Supplies	447.09	508.51
Programming	67.90	67.90
Copier Leasing & Usage	66.67	133.34
Internet/Telephone	-192.05	-111.74
Total Materials & Services	3,207.03	6,689.21
Operating Expenditures		
ALMS Fee	683.50	1,367.00
Office Supplies	69.97	272.07
Housekeeping	6.96	13.92
Copier Lease & Usage	66.68	133.36
Internet/Phone	-192.06	-111.76
Total Operating Expenditures	635.05	1,674.59
Miscellaneous Expenditures		
Accounting	260.00	554.66
Total Miscellaneous Expenditures	260.00	554.66
Total Expense	12,322.19	24,657.83
Net Ordinary Income	63,411.57	68,780.84
Other Income/Expense		
Other Income		
Library Space		
Library Space Expenses	-70.82	-76.98
Total Library Space	-70.82	-76.98
Change in Fair Market Value	367.25	878.52
Total Other Income	296.43	801.54
Net Other Income	296.43	801.54

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Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
February 2024

	Feb 24	Jan - Feb 24
Net Income	<u>63,708.00</u>	<u>69,582.38</u>

Youngstown Free Library
Reconciliation of Balance Sheet to Profit Loss
February 2024

Total Income	\$ 75,733.76
Total Expenses	<u>\$ (12,393.01)</u>
Net Income (Loss)	<u><u>\$ 63,340.75</u></u>

ASSET Summary

Total Assets as of	2/29/2024	\$ 298,556.02
Total Assets as of	1/31/2024	<u>\$ 237,390.48</u>
Change in Value of Assets from Last Period		\$ 61,165.54

Non-Cash Items

Change in Payroll Liabilities	\$ (37.38)
Change in Accounts Payable Liabilities	\$ 2,651.84
Change in Sales Tax Payable	\$ (1.18)
Change in KeyBank Credit Card	\$ (70.82)
Period Change in FMV	<u>\$ (367.25)</u>
Total Change in Non-Cash Items	\$ 2,175.21

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ 63,340.75</u></u>
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Youngstown Free Library
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	28,897.30
Petty Cash	100.00
Total Checking/Savings	28,997.30
Other Current Assets	
FICA Receivable	178.74
Morgan Stanley	
Morgan Stanley	238,262.35
Total Morgan Stanley	238,262.35
Total Other Current Assets	238,441.09
Total Current Assets	267,438.39
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	95,215.63
Other Assets	
Accum. Depr. - Equipment	-19,448.00
Accum. Depr. - Leasehold Improv	-44,650.00
Total Other Assets	-64,098.00
TOTAL ASSETS	298,556.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,136.77
Total Accounts Payable	1,136.77
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	72.79
Total 24000 · Payroll Liabilities	72.79
Sales Tax Payable	24.59
Total Other Current Liabilities	97.38
Total Current Liabilities	1,234.15
Total Liabilities	1,234.15
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	225,834.49
Net Income	69,582.38
Total Equity	297,321.87
TOTAL LIABILITIES & EQUITY	298,556.02

Youngstown Free Library
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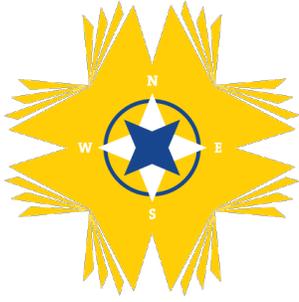
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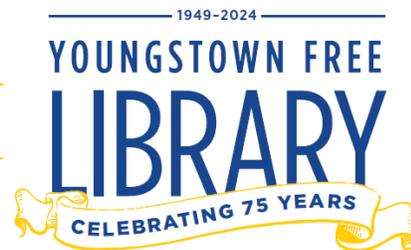
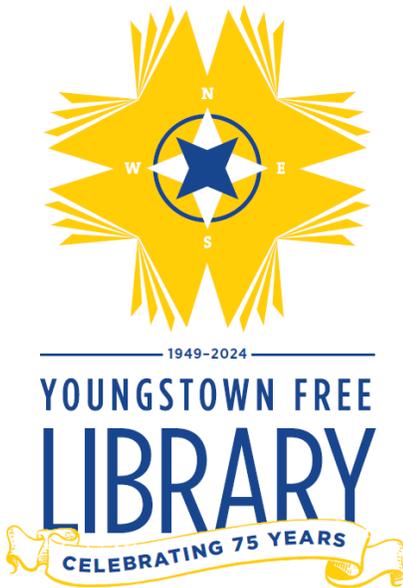
Director's Report

March 2024

75TH ANNIVERSARY COMMITTEE

The committee has met several times to iron out plans for the April 8th eclipse event.

Graphic designer Molly Marietta has finalized the vertical and horizontal logos to celebrate the Library's 75th anniversary. These logos will be used for swag and publicity this year.



BUILDING

In late February, I washed the carpets in the office, the children's room, and the teen room.

COLLECTION

Sunlamps and hotspots have been very active this winter. Currently, we circulate four full-spectrum sunlamps on six-week loans and three hotspots on two-week loans. This is our busiest year yet for these non-book items!

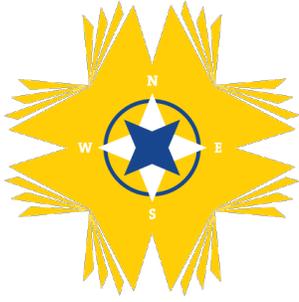
FUNDRAISING AND GRANTS

I completed and submitted the grant application for the Dollar General Literacy Foundation on February 15th. We won't know if we are awarded this grant until mid-May.

Nioga awarded the Youngstown Free Library \$400 for its 2024 Summer Reading Program.

NIOGA AND NY STATE LIBRARY

I completed and submitted the Youngstown Free Library's annual report to the NYSL on February 28th. This document is required by NYS in order to maintain our charter to operate. Its 40-plus pages ask questions run the gamut from program attendance to outreach, from finances to staffing, and so much more. Copies of the Annual Report are available at the Library.



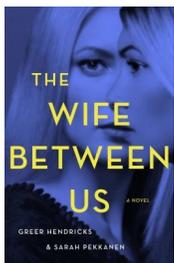
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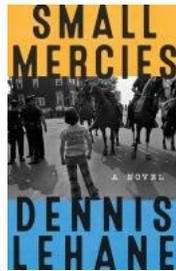
PROGRAMS

Book clubs have been meeting regularly since my January report. I've been really pleased with the attendance at all three book clubs.

EVENING BOOK CLUB:

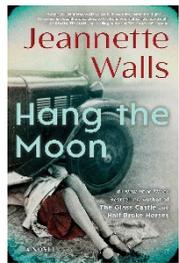


Wednesday, February 14th at 7 pm: *The Wife Between Us* by Greer Hendricks and Sarah Pekkanen

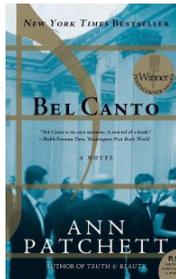


Wednesday, March 13th at 7 pm: choose between *Small Mercies* by Dennis Lehane and *King: a life* by Jonathan Eig

AFTERNOON BOOK CLUB:

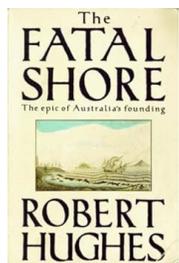


Tuesday, February 20th at 1:30 pm: *Hang the Moon* by Jeannette Walls



Tuesday, March 19th at 1:30 pm: *Bel Canto* by Ann Patchett

NON-FICTION BOOK CLUB:



Tuesday, February 20th at 1:30 pm: *The Fatal Shore* by Robert Hughes

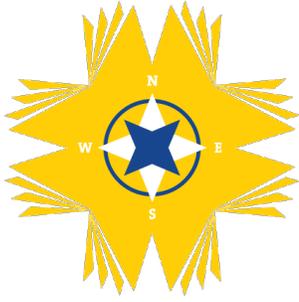
All three clubs have dedicated regular attendees, but we are always looking to add new members!

Take & Make Craft Kits for February 12 (Valentine's Day) and March 11 (spring) flew out the door. Many thanks go out to our dedicated craft kit volunteer, Nadine!

PUBLICITY UPDATES

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

Facebook: 1,461 followers: <https://www.facebook.com/youngstownfreelibrary/>
Instagram: 713 followers: <https://www.instagram.com/youngstownfreelibrary>



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STAFF

The past two months have been stressful, as there has been a lot of illness and absence amongst staff members. As a result, I have covered more than forty hours of clerk hours at the Front Desk. Many thanks to Chris for her flexibility this past month while we worked together to cover shifts at the Front Desk.

Last week was Lois's last week of working at the Library. Staff gathered for a good-bye party for her last Tuesday, and she was very appreciative. I will be hiring a part-time library clerk pending financial approval at this meeting.

VOLUNTEERS

The Library's regular volunteers are in such a fabulous vibe right now. Sabra, MaryEllen, and Adrienne are so kind, helpful, and each is skilled in a specialty task at the Library. Together, they have made the last few months much smoother, and I am so thankful for their help.

Respectfully submitted,

Sonora R. Miller
Library Director

March 2024 Friends

Liaison Report

The Friends Board met 3/20/2024. Items covered included the SWAT meeting, 75th Anniversary, upcoming fund raisers, and the Book Sale.

- The list of new officers are: Gina Marshai, President, Kim Winning, Vice-President, Maggie Steyn, Treasurer (of course), and Devon Tower is Recording Secretary.
- I have attached a copy of the Treasurer's Report. The Director gave only a verbal report due to manpower shortages at the library. Primary focus was on Hoopla and the benefits it provides to YFL.
- Procedures for 75th (Diamond) Anniversary funding were explained to the FOYL Board. No problems with those procedures.
- President Gina Marshai presented the idea of a time capsule for the 75th anniversary. It was well received. Items to be considered for inclusion: pictures from 75 years ago and 2024, including village scenes, people, current events, etc. The question of storage was brought up as the capsule cannot be buried or entombed. Ideas are welcome.
- Bandanas is planning a fund raiser day at the restaurant. Percentage of profits will go to the Library. Date TBA.
- Book Sale Volunteers still needed. Sale date are May 2nd to May 4th.
- On Friday, May 10th, Maureen Gambino (from the Friends) and "Joe" will be playing music at the Jug from 6:30pm to 8:30pm to raise money for FOYL. Please support.
- There is a SWAT meeting this Wednesday, March 27th, to assemble the FOYL membership mailing. It begins at 2:30PM in the programming room. Volunteers still needed.
- Maggie Steyn and David Brooks are running a beta test on Ebay to sell old books through their account. Maggie "thinks" there may be a possible demand for some books.
- Book Sale will be May 2nd through May 4th. There is still a need for help to transport unsold books to the Book Store in Niagara Falls.
- Next meeting is April 17th.