

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**Agenda**  
**April 22, 2024**  
**7:00 PM**

*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.*

**Meeting Called to Order** Karran Swayze

**Determination of Quorum** Karran Swayze

**Comments from the Public**

**Minutes of Reg. Board March 25, 2024** Mary Clinch

**Reports**

Treasurer's Report	Update	David Smith
Correspondence		Shawn D'Luhly
Director's Report	Update	Sonora Miller
Friends Report		David Smith

**Old Business**

- Committee on Special Projects-- The 75<sup>th</sup> Anniversary Celebration
  - Update
- Library clerk hire
- Library director job description in regards to upcoming evaluation

**New Business**

- Requests for thank you letters
- 

**Other/Adjournment**

**Next Meeting:** **May 20, 2024 @ 7:00 pm** in the Program Room  
**Note the date change to the 3<sup>rd</sup> Monday**

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: MARCH 25, 2024

TIME: 7:00 p.m.

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

**Absent:** None

**Call to Order:** 7:02 p.m.

**Comments from the Public:** None

**Minutes of the February 2024 Board Meeting:**

- One correction is required to the February meeting attendee list; Nancy’s absence will be marked as Excused.
- A motion was made by David Brooks and seconded by Peter to accept the February meeting minutes with the correction above. The motion passed.
  - Mary will make the correction and change the designation on the minutes from ‘Draft’ to ‘Accepted’. An updated copy will be posted to Dropbox.

**President’s Remarks: Karran**

- Karran shared information about the upcoming National Library Week (April 7 – April 13).
- Karran thanked Sonora and the staff for going above and beyond to provide support during the past few weeks.

**Finance Report: Dave Smith**

- Dave Smith reported that in February, total revenues were \$75,733, which includes the \$70,000 Town of Porter donation, Annual Fund revenue, gifts, and grants.
- Expenditures were in line with budget.
- Dave shared the current Morgan Stanley balance, the Key Bank balance, and upcoming maturity dates for active CDs. Dave will gather information this week about CDs that offer better rates of return.
- A motion was made by Shawn D’Luhy and seconded by Peter to give Dave Smith the authority to 1) move \$60,000 from the savings account into a CD that offers at least 5% rate of return, and 2)

*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.*

to move funds from two CDs at their upcoming maturity dates to different CDs that offer at least 5% rate of return.

- The CFGB account has increased 7.75% since inception, putting us closer to the goal of maintaining the savings principal against the rate of inflation.
- Sonora has re-applied for a grant from Dollar General; a similar grant awarded last year was used to fund the Summer Reading Program.
- No updates have been received from NY State nor Nioga regarding a previously discussed grant.

#### **Correspondence Report: Shawn**

- Letters were sent in February to several organizations and individuals for their help in providing support to the Library during the month. These include Bandana's, the Stone Jug and the Costello family, Race Management Solutions and Paul Beatty, the Youngstown Volunteer Fire Company and Police, the Boy Scouts and Cub Scouts, Peter Pfohl, Janice Marianni, and Lois Kaminski.

#### **Director's Report: Sonora**

- Sonora presented the proposed logo for the 75<sup>th</sup> anniversary that was created by Molly Marietta.
- Sunlamps and hotspots have been very popular checkouts this winter. Dave Smith asked Sonora to provide product details for the sunlamps, so that their lifespan may be monitored.
- Peter asked Sonora how the Wi-Fi available in both the Library and the building's parking lot is advertised; Sonora noted that the Four Mile Creek Campsite routinely sends tourists to our Library to use the Wi-Fi. Peter recommended that this offering be mentioned in our YBPA listing.
- A grant of \$400 was received from Nioga to support the Summer Reading Program.
- Sonora submitted the Library's Annual Report that was approved at last month's meeting.
- Sonora shared selections for the recent and upcoming book clubs.
- Story Time and Take-and-Make Craft Kits were well received in February.
- Mary and Sonora discussed tasks that others (including Board members) can assist with to support the staff; Mary and Sonora will detail the proposed tasks their ideal dates/times, and Mary will share with the Board.
- Sonora also asked for a Board volunteer to supervise Lego Club so that it may be added back to the calendar. It had previously been scheduled at 4 p.m. on a Tuesday or a Wednesday.
- Sonora highlighted the excellent work that the current volunteer staff (including Sabra, Adrienne, and MaryEllen) has been doing.
- Sonora gave a quick tutorial on DropBox, and how Trustees need to document hours for required training in 2024. All Trustees must complete a minimum of two hours of authorized training each year.

#### **Friends Report: Dave Smith**

- The most recent meeting of the Friends of the Youngstown Library was held on March 20.
- New officers were elected.
- Several upcoming fundraising events were discussed, as were events tied to the 75<sup>th</sup> anniversary celebration.
- The FOYL membership drive mailing will be prepared this week.
- Volunteers are needed to help with transportation at the upcoming Book Sale, to bring unsold books to the Book Corner after the sale.
- The next FOYL meeting will be on April 17.

*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.*

#### **Old Business:**

- Karran noted the upcoming YBPA meeting to be held at the Griffon.
- Karran led discussion on committee assignments for 2024, and each committee elected a chair (chair names in **bold**):
  - Personnel – **Peter**, Mary, Shawn, 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**
- Shawn shared updates on the planning for the Solar Eclipse event.
  - The event is on; the Board discussed options for use of the parking lot. The Lions Club will give away hot dogs and water outside the gym door. The Boy Scouts will assist with chalk; Shawn will ask them if they are willing to sell soda/Gatorade and snacks. The Girl Scouts will be selling cookies. The Village will be showing the live NASA stream in the board room.
  - Shawn asked for Board members to assist with on-site support (including wearing reflective vests and potentially having their own noise-making device in case help is needed).
  - Sonora will be coordinating additional activities (glow-in-the-dark tattoos, crafts, etc.).
  - Sonora confirmed the Library will re-open at 4:30 p.m. on April 8.
  - Dave Smith will ensure a donation jar is available for the Library; proceeds will go to the Library's 75<sup>th</sup> anniversary events.

#### **New Business:**

- Sonora raised the need to plan for hiring additional clerk help due to Lois's recent retirement. Dave Smith outlined the financial considerations for the Board with the proposed positions and impact on FTE levels.
- A motion was made by Dave Smith and seconded by Mary to approve Sonora proceeding with the hiring process for at least one clerk, and possibly a second backup clerk. The motion passed.
- Karran raised the need for the Board to address creating and executing a formal evaluation for the Library Director. The Board agreed that several new responsibilities have been added for the position over the years that are not reflected in the original job description. Nancy asked Sonora for written feedback to describe the additional responsibilities. Karran has collected multiple examples of evaluations that will be made available in Dropbox for review by Trustees. This topic will be discussed again at a future meeting.
- No new correspondence is required for March.
- Nancy asked Sonora if the Board could provide any staff treats for National Library Week. Sonora noted that the first day of that week is the Eclipse, so Tuesday would be preferable.

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- A motion to adjourn the meeting was made at 9:19 p.m. by Shawn and 2<sup>nd</sup> by Peter. The motion passed.

The next meeting of the Board will be held on April 22 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

# Youngstown Free Library

## April Treasurer's Report

April 22nd, 2024

### 1. Revenues

- Total income (revenue) was \$1225.37. This does Not include the \$20,000 Legislative Initiative (grant) from New York State via Angelo Morinello (it will be included in the May Report). The Treasurer proposes the Board consider entering these funds as a separate line item on the budget to track disbursement of the funds more accurately for future wants and wishes.

### 2. Expenditures

- Expenses for March were much in line for March (totaling \$11,266.96), with no surprises, unexpected expenses.

### 3. Investments

- Our Morgan Stanley account stands at \$239,453.18 as of March 31<sup>st</sup>. Our Key Bank Account balance is \$30,655.91 as of 4/18/2024, sufficient for the rest of April and May's operations (\$12,000 per month in expenses).
- CFGB Account stands at \$110,662.87 as of 4/18/2024.

### 4. Miscellaneous

- I was pleased to be able to obtain a \$60,000 CD through Morgan Stanley at Bank of America at 5.1% yield at date of maturity (11-month term).
- I think it's important members of the Board and the Director should compile lists of wants and wishes (uses for the \$20,000 grant), possibly before the May meeting, to be presented to the finance committee. The committee could then develop a prioritized list of uses for the money to the Board for a vote as to its use, again

possibly before the May meeting. I would recommend against using any of the money for budgetary needs other than in an emergency situation.

## **5. Summary**

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

Respectfully submitted,  
David Smith, Treasurer

Youngstown Free Library  
**Balance Sheet**  
 As of March 31, 2024

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	19,217.05
Petty Cash	100.00
<b>Total Checking/Savings</b>	<b>19,317.05</b>
Other Current Assets	
FICA Receivable	178.74
Morgan Stanley	
Morgan Stanley	238,870.13
<b>Total Morgan Stanley</b>	<b>238,870.13</b>
<b>Total Other Current Assets</b>	<b>239,048.87</b>
<b>Total Current Assets</b>	<b>258,365.92</b>
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	74,378.44
<b>Total Fixed Assets</b>	<b>95,215.63</b>
Other Assets	
Accum. Depr. - Equipment	-19,448.00
Accum. Depr. - Leasehold Improv	-44,650.00
<b>Total Other Assets</b>	<b>-64,098.00</b>
<b>TOTAL ASSETS</b>	<b><u>289,483.55</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,757.73
<b>Total Accounts Payable</b>	<b>1,757.73</b>
Other Current Liabilities	
Sales Tax Payable	2.17
<b>Total Other Current Liabilities</b>	<b>2.17</b>
<b>Total Current Liabilities</b>	<b>1,759.90</b>
<b>Total Liabilities</b>	<b>1,759.90</b>
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	225,834.49
Net Income	59,984.16
<b>Total Equity</b>	<b>287,723.65</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>289,483.55</u></b>



Youngstown Free Library  
**Profit & Loss**  
 March 2024

	<u>Mar 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Annual Drive	100.00
Fines /Copier /Fax	219.79
Gifts	360.89
Grant Funds	400.00
Interest - Morgan Stanley	
Morgan Stanley Interest	116.91
Total Interest - Morgan Stanley	116.91
Miscellaneous	27.78
<b>Total Income</b>	<u>1,225.37</u>
<b>Expense</b>	
5000 · Personnel	
5100 · Salaries (Gross)	6,335.01
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	484.63
NY State Disability	21.63
5600 · SUTA/FUTA	273.44
<b>Total 5000 · Personnel</b>	<u>7,499.33</u>
<b>Materials &amp; Services</b>	
Digital Materials	755.54
Audio Visual Materials	440.91
Books	576.51
Subscriptions & Library Mbr Shp	207.00
Book Processing & Supplies	67.43
Copier Leasing & Usage	134.63
Internet/Telephone	77.83
<b>Total Materials &amp; Services</b>	<u>2,259.85</u>
<b>Operating Expenditures</b>	
ALMS Fee	683.50
Office Supplies	154.87
Housekeeping	6.96
Copier Lease & Usage	134.63
Postage	25.00
Internet/Phone	77.82
<b>Total Operating Expenditures</b>	<u>1,082.78</u>
<b>Capital Expenditures</b>	
Technology	165.00
<b>Total Capital Expenditures</b>	<u>165.00</u>
<b>Miscellaneous Expenditures</b>	
Accounting	260.00
<b>Total Miscellaneous Expenditures</b>	<u>260.00</u>
<b>Total Expense</b>	<u>11,266.96</u>
<b>Net Ordinary Income</b>	-10,041.59
<b>Other Income/Expense</b>	
Other Income	
Change in Fair Market Value	490.87
Vendor Collection Credit	1.23
<b>Total Other Income</b>	<u>492.10</u>
<b>Net Other Income</b>	<u>492.10</u>

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04/15/24

Accrual Basis

Youngstown Free Library  
**Profit & Loss**  
March 2024

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Net Income

Mar 24

-9,549.49

**Youngstown Free Library**  
**Profit & Loss YTD Comparison**  
 March 2024

	Mar 24	Jan - Mar 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Friends of the Library	0.00	15,500.00
Annual Drive	100.00	5,375.00
Fines /Copier /Fax	219.79	450.63
Gifts	360.89	2,155.74
Grant Funds	400.00	620.00
<b>Interest - Morgan Stanley</b>		
Morgan Stanley Interest	116.91	341.19
<b>Total Interest - Morgan Stanley</b>	116.91	341.19
Local Library Service Aid	0.00	143.70
Miscellaneous	27.78	77.78
Town of Porter	0.00	70,000.00
<b>Total Income</b>	1,225.37	94,664.04
<b>Expense</b>		
<b>5000 · Personnel</b>		
5100 · Salaries (Gross)	6,335.01	19,673.82
5400 · Ancillary Benefit	384.62	1,144.24
5500 · Social Security & Medicare	484.63	1,505.04
NY State Disability	21.63	21.63
5600 · SUTA/FUTA	273.44	893.97
<b>Total 5000 · Personnel</b>	7,499.33	23,238.70
<b>Materials &amp; Services</b>		
Digital Materials	755.54	2,231.50
Audio Visual Materials	440.91	1,689.33
Books	576.51	2,682.07
Subscriptions & Library Mbr Shp	207.00	1,516.99
Book Processing & Supplies	67.43	575.94
Programming	0.00	67.90
Copier Leasing & Usage	134.63	267.97
Internet/Telephone	77.83	-33.91
<b>Total Materials &amp; Services</b>	2,259.85	8,997.79
<b>Operating Expenditures</b>		
ALMS Fee	683.50	2,050.50
Office Supplies	154.87	426.94
Housekeeping	6.96	20.88
Copier Lease & Usage	134.63	267.99
Postage	25.00	25.00
Internet/Phone	77.82	-33.94
<b>Total Operating Expenditures</b>	1,082.78	2,757.37
<b>Capital Expenditures</b>		
Technology	165.00	165.00
<b>Total Capital Expenditures</b>	165.00	165.00
<b>Miscellaneous Expenditures</b>		
Accounting	260.00	814.66
<b>Total Miscellaneous Expenditures</b>	260.00	814.66
<b>Total Expense</b>	11,266.96	35,973.52
<b>Net Ordinary Income</b>	-10,041.59	58,690.52
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Library Space		
Library Space Expenses	0.00	-76.98

7:50 AM

04/15/24

Accrual Basis

# Youngstown Free Library Profit & Loss YTD Comparison March 2024

	<u>Mar 24</u>	<u>Jan - Mar 24</u>
Total Library Space	0.00	-76.98
Change in Fair Market Value	490.87	1,369.39
Vendor Collection Credit	1.23	1.23
Total Other Income	492.10	1,293.64
Net Other Income	492.10	1,293.64
Net Income	<u>-9,549.49</u>	<u>59,984.16</u>

**Youngstown Free Library**  
Reconciliation of Balance Sheet to Profit Loss  
March 2024

Total Income	\$ 1,226.60
Total Expenses	<u>\$ (11,266.96)</u>
Net Income (Loss)	<u><u>\$ (10,040.36)</u></u>

ASSET Summary

Total Assets as of	3/31/1934	\$ 289,483.55
Total Assets as of	2/29/2024	<u>\$ 298,556.02</u>
Change in Value of Assets from Last Period		\$ (9,072.47)

Non-Cash Items

Change in Payroll Liabilities	\$ 72.79
Change in Accounts Payable Liabilities	\$ (572.23)
Change in Sales Tax Payable	\$ 22.42
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (490.87)</u>
Total Change in Non-Cash Items	\$ (967.89)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (10,040.36)</u></u>
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**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2024**  
 (Adopted via unanimous trustees' email vote December 8, 2023)

<b>REVENUE</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>AS OF MAR. 2024</b>	<b>AS OF JUNE 2024</b>	<b>AS OF AS OF SEPT. 2024</b>	<b>FINAL BUDGET 2024</b>	<i>All revenue &amp; expenditure line items assume 36 Library open hours per week for 2024.</i> <b>Notes</b>
TOWN OF PORTER	\$70,000	\$70,000	\$70,000				Same as 2023, per ToP vote in fall 2023
NIAGARA COUNTY	\$7,250	\$6,950	\$0				
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	\$0				
LOC. LIBRARY SERVICE AID	\$1,260	\$1,260	\$144				
LEGISLATIVE INITIATIVE	\$0	\$0	\$0				20000 promised by Morinello, still awaiting receipt from Nioga
FRIENDS OF THE LIBRARY	\$16,000	\$22,000	\$15,500				5500 rolled over from 2023 FOYL gift
FINES/ COPIER/ FAX	\$2,200	\$1,500	\$451				
INTEREST	\$270	\$5,000	\$341				
GIFTS	\$11,000	\$10,750	\$2,156				
ANNUAL DRIVE	\$28,900	\$29,000	\$5,375				
MISCELLANEOUS	\$450	\$250	\$78				
GRANT FUNDS	\$5,000	\$5,000	\$620				does not include Morinello Legislative grant
OTHER INCOME	\$0	\$2,000					
<b>TOTAL REVENUE</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$94,664</b>				

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2024  
(Adopted via unanimous trustees' email vote December 8, 2023)

<b>EXPENDITURE</b>	<b>2023 Budget</b>	<b>2024 Budget</b>					<b>Notes</b>
<b>PERSONNEL</b>							
SALARIES (GROSS)	\$86,702	\$90,363	\$19,674				FTE 2.17
HEALTH BENEFIT	\$4,500	\$5,000	\$1,144				+\$500 for 2024
SOCIAL SECURITY & MEDICARE	\$6,977	\$7,229	\$1,505				Needs to be 8% * gross salaries
CONTINUING EDUCATION & NETWORKING	\$100	\$100	\$0				
NEW YORK STATE DISABILITY /SUTA FUTA	\$700	\$2,550	\$894				
WORKER'S COMPENSATION	\$800	\$850	\$0				
SALARIES (Christmas bonus)	\$250	\$500	\$0				
<b>TOTAL PERSONNEL</b>	<b>\$100,029</b>	<b>\$106,592</b>	<b>\$23,239</b>				
<b>LIBRARY MATERIALS</b>							
HOOPLA (Digital Materials)	\$5,570	\$6,200	\$2,232				
A/V MATERIALS	\$3,800	\$3,500	\$1,689				
BOOKS	\$6,500	\$6,500	\$2,682				
SOFTWARE	\$300	\$350	\$0				includes software for patron computers, staff computers, & donation software
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,000	\$4,000	\$1,517				
BOOK PROCESSING & SUPPLIES	\$1,300	\$1,300	\$576				
PROGRAMMING	\$2,600	\$2,800	\$68				
PUBLICITY & PROMOTION	\$200	\$150	\$0				
COPIER LEASE & USAGE	\$840	\$840	\$268				pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$30	\$45	\$25				pro-rate at 50% between services (for programming, etc.) & operating
INTERNET & PHONE	\$280	\$330	-\$34				pro-rate at 50% between services (for programming, etc.) & operating
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$24,420</b>	<b>\$26,015</b>	<b>\$8,998</b>				

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2024**  
 (Adopted via unanimous trustees' email vote December 8, 2023)

<b>OPERATING EXPENDITURE</b>	<b>2023 Budget</b>	<b>2024 budget</b>				
ALMS FEE	\$7,680	\$8,202	\$2,051			\$5136 + \$1022 for ea. access port (3 ports)
OFFICE SUPPLIES	\$750	\$1,500	\$427			
HOUSEKEEPING	\$70	\$90	\$21			
INSURANCE	\$3,800	\$4,500	\$0			
RENT	\$1	\$1	\$0			
MAINTENANCE (SPACE)	\$580	\$700	\$0			
COPIER LEASE & USAGE	\$840	\$840	\$268			pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$30	\$45	\$25			pro-rate at 50% between services (for programming, etc.) & operating
INTERNET/PHONE	\$280	\$330	-\$34			
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$14,031</b>	<b>\$16,208</b>	<b>\$2,757</b>			
<b>CAPITAL EXPENDITURE</b>						
TECHNOLOGY	\$980	\$1,113	\$165			+915 for 2 hotspots that used to be covered by Nioga grant
OTHER - SPACE etc	\$0	\$0	\$0			
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$980</b>	<b>\$1,113</b>	<b>\$165</b>			



**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2024**  
 (Adopted via unanimous trustees' email vote December 8, 2023)

<b>MISCELLANEOUS</b>							
ACCOUNTING & PAYROLL SERVICES:	\$3,400	\$3,562	\$815				Bundled all Financial Services including Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING							\$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
W-2 PREPARATION							\$30 + \$2 per staff member
1099 PREPARATION							\$30 + \$4 per recipient
INVESTMENT & ADVISORY FEES	\$0	\$0					Morgan Stanley & Merrill Lynch fees
PROFESSIONAL SERVICES - AUDIT etc	\$0	\$0					
PROFESSIONAL SERVICES - LEGAL etc	\$470	\$470					Outstanding obligation from 2022
MISCELLANEOUS Foundation/Scholarship	\$0	\$750					Foundation/Scholarship
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,870</b>	<b>\$4,782</b>	<b>\$815</b>				
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$35,974</b>				
<b>TOTAL EXPENDITURES</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$35,974</b>				
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,984</b>				

## **April 2024 Friends**

### **Liaison Report**

The Friends Board met 4/19/2024. The Book Sale, May 2<sup>nd</sup> to May 4<sup>th</sup> was the primary topic, although there were other items to be discussed.

- The initial discussion was an inquiry as to how many Directors the FOYL Board can have, as members of the community have expressed a desire in joining the board. No one present knew, so the item was tabled until a review of the bylaws could be completed.
- I have attached a copy of the Treasurer's Report. The Library Director's report covered the upcoming NIOGA dinner, the Summer Book Festival (Better off Read), and the Ruby Carey Scholarship, along with a thank you to the Friends.
- The possibility of having a garage sale, along the lines of the one held in 2019 and the First Presbyterian's sale, was discussed. Ideas, suggestions requested for future meetings.
- Results of the Solar Eclipse Event were discussed.
- The Jug event was firmed up, May 10<sup>th</sup>, 7pm to 9pm, Maureen and Joe will be singing a medley of favorite songs. Admission is free, donations gladly welcomed.
- Book Sale Volunteers STILL needed. Contact Cheryl Milicia, 716-870-3270 if you can help, especially on Saturday, May 4<sup>th</sup>, to transport unsold books to the Book Corner in Niagara Falls.
- There were also brief reminders of the upcoming "Music in Falkner Park" series and the fundraising event at Bandanas (probably in June).
- The meeting adjourned at 7:45PM. Next meeting is May 15th.



# Friends of the Youngstown Free Library

## Summary of FOYL Financial Activity/Change since last meeting (March 20th - April 17th, 2024)

### Revenue:

Friends' Memberships	\$5,455.36
eBay - (Test Sale of one book)	\$3.61
Interest (March m/e)	\$94.48
<b><u>Total Revenue:</u></b>	<b><u>\$5,553.45</u></b>

### Expenses:

Bulk Mailing charges	\$286.44
Returned Postage Due costs (Approx. 60 Pieces @ \$0.68 per each)	\$38.68
USPS Permit Renewal - \$320	\$320.00
Dryden Liability Insurance Renewal	\$260.13
<b><u>Total Expenses:</u></b>	<b><u>\$905.25</u></b>

### Net Gain/Loss since previous report:

**\$4,648.20**

### ( Net Gain/Loss since 2023 Year-End:

**\$5,917.66**

### SUMMARY OF FUNDS HELD

**As at 04-17-  
2024**

Cash in Hand	\$0.00
Unpresented Checks/bill-payments in process	-\$320.00
Checking (as at 04-13-2024)	\$8,302.67
Savings	\$2,503.26
CD Account - ****5278 (matures Dec 28, 2024)	\$13,448.92
CD Account - ****5762 (matures Oct 22, 2024)	\$10,259.95
<b><u>Total (Restricted + Unrestricted)</u></b>	<b><u>\$34,194.80</u></b>
<i>Restricted</i>	<b><u>\$25,000.00</u></b>
<i>Unrestricted</i>	<b><u>\$9,194.80</u></b>

### Notes for Elapsed Period

- 1 Membership Dues being received - will be ongoing
- 1 Bulk Mailing & Returned Postage Due - as anticipated
- 3 USPS Permit Renewal - \$320 - as anticipated
- 4 Dryden Insurance Policy Renewal - \$260.13 - same as last year

### Notes for Upcoming Period

- 1 Membership dues will continue to be received
- 2 No extraordinary payments anticipated

Maggie  
4/13/24



# Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

## YOUNGSTOWN FREE LIBRARY JOB DESCRIPTION (ADOPTED November 2, 2016)

**JOB TITLE:** Library Director

**GENERAL DESCRIPTION:** The Librarian for today and tomorrow must be forward looking and understand what is required to provide sustainable services to our community. The Library Director embraces the advent of the digital, virtual library, and is knowledgeable in digital information management skills. In addition, skills in the areas of communication and teamwork, as well as an understanding of the industry in which they operate and compete are important. The Director must be available as a resource to all users, no matter who they are or what digital device they use. It is a job for a team player and a good problem solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with [Nioga](#), the Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

### QUALIFICATIONS

#### Required Knowledge Skills and Responsibilities

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

Knowledge of the Library computer system, personal computer including web search engines, library's website, word processing, database management software, copy and fax machine, and online automation of library services.

Ability to evaluate and use online sources of data, books, entertainment, software, and social communication.

Working knowledge of budgetary and accounting processes.

#### Personnel Policy

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	11/23/2020
Amended on:	10/25/2021
Amended on:	11/30/22



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Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, verbally and in writing.

Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

### **Education, Experience, and Training**

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

### **Essential Functions and Responsibilities**

Oversees and directs the Library's operations including public services, technology, administration, staff, and facilities management.

### **Work with the Library Board of Trustees**

Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and long-term plans of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

### **Personnel Policy**

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	11/23/2020
Amended on:	10/25/2021
Amended on:	11/30/22



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Prepares a regular narrative Director’s report and statistical reports for the Library Board of Trustees. Participates in monthly meetings of the Board of Trustees and provides a detailed report of Library operations and developments at each business meeting (6). In January presents an Annual Report to the Community and Board of Trustees regarding the “State of the Library”. The report will be made available to our funding agencies – Town of Porter, Village of Youngstown, Niagara County Legislature.

Provides professional expertise and guidance to the Board of the Trustees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings. Attends other meetings as required.

## **Library Services**

Oversees the maintenance, preservation, and disposal of materials of the Library’s collection, develops policies in relation to the selection and purchase of all Library purchases.

Ensures the delivery of high-quality Library programs and services to the community.

Reviews and evaluates the Library’s services and programs.

Accountable for all activities, programs, and services.

Directs, attends, and participates in a variety of Nioga meetings, workshops, seminars; serves on committees.

## **Public Relations**

Directs a public relations program to promote and publicize the library’s collections, services, and programs.

Speaks before local groups, prepares questionnaires and surveys to evaluate public responses to library services.

Administers the volunteer program.

Works with the Friends of the Library Organization in promoting the library to the community.

## **Facilities Management**

### **Personnel Policy**

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	11/23/2020
Amended on:	10/25/2021
Amended on:	11/30/22



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Interacts with the appropriate Village employees for the maintenance of the Library's building and administers the maintenance of the furnishings and equipment.

### **Supervision**

Hires, trains, supervises, monitors, and evaluates the performance of employees.

### **Budget and Money Management**

Prepares an annual budget with the Treasurer for Library Board approval; controls operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Responsible for managing the budget, making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

### **Library Policies and Procedures**

Assists the Board of Trustees in the development and review of Library policies.

Collects and maintains data regarding the operations, performance, and usage of the library. Reports this information to the Board of Trustees regularly.

Initiates grant requests from state and federal agencies and non-profit foundations. Administers grant funds upon award.

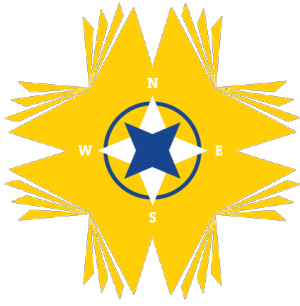
Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

### **Other**

Performs other related duties as assigned.

### **Personnel Policy**

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	11/23/2020
Amended on:	10/25/2021
Amended on:	11/30/22



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*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 of updated JOB TITLE: Library Director 4/21/24 by Sonora Miller**

### **GENERAL DESCRIPTION:**

The Librarian for today and tomorrow must be forward-looking and understand what is required to provide sustainable services to our community. The Library Director embraces both physical and digital libraries, and is knowledgeable in both physical and digital information management skills. In addition, skills in the areas of communication, teamwork, as well as an understanding of the library/non-profit industry are important. The Director must be available as a resource to all users no matter who they are, cheerfully problem-solving and information-gathering for patrons' questions. It is a job for a team player and a good problem-solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with Nioga, the Director performs professional and administrative duties in planning, developing, implementing, directing public library services, programming, collections, technology, administrative duties, staff supervision, and facilities management for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

### **QUALIFICATIONS:**

#### ***Required Knowledge, Skills, and Responsibilities***

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

Knowledge of Nioga's circulation and cataloging system, personal tech devices, library's website, word processing, database management software, copy/scan/fax machine, and cloud storage.

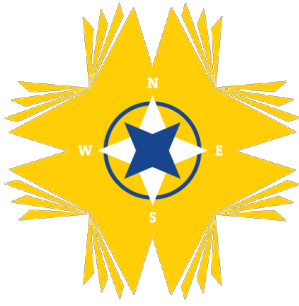
Ability to evaluate and use databases and online/offline tools for collection management, administrative work, and reference questions.

Working knowledge of budgetary and accounting processes.

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, both verbally and in writing.





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Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

### ***Education, Experience, and Training***

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

### ***Essential Functions and Responsibilities***

Oversees and directs the Library's operations including public services, programming, collections, technology, administration, staff, and facilities management.

### ***Work with the Library Board of Trustees***

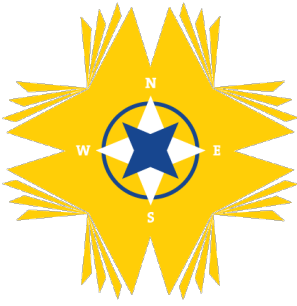
Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and strategic plan of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

Prepares a regular narrative Director's report and statistical reports for the Library Board of Trustees.

Provides professional expertise and guidance to the Board of the Trustees, and serves on selected Board of Trustee committees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings.



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Attends other meetings as required.

### ***Library Services***

Oversees the selection, addition, maintenance, preservation, and disposal of materials of the Library's collection, develops policies in relation to the selection and purchase of all Library purchases.

Administers or supervises library activities, programs, and services.

Collects and maintains data regarding the operations, performance, and usage of the library.

Ensure a welcoming atmosphere and high-quality customer service to patrons.

### ***Public Relations & Collaboration***

Directs a public relations program to promote and publicize the library's collections, services, and programs.

Maintains or supervises maintenance of the Library's website, social media accounts, and searchable business listings.

Speaks before local groups and represents the Library at local business meetings.

Collaborates with the Friends of the Library organization in promoting the Library to the community.

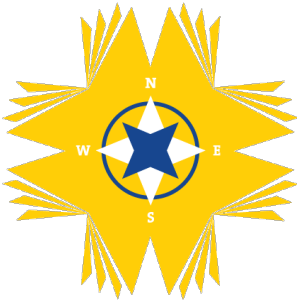
Directs, attends, and participates in a variety of Nioga meetings, workshops, and seminars.

### ***Facilities Management***

Interacts with the appropriate Village employees for the maintenance of the Library's building.

Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

Maintains or supervises maintenance of Library utilities, appliances, furnishings, equipment, and technology.



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### ***Supervision***

Hires, trains, supervises, monitors, and evaluates the performance of employees.

Coordinates ongoing NYS training requirements for self and staff.

Sets and maintains up-to-date working schedule for employees.

Administers the volunteer program.

### ***Budget and Money Management***

Prepares an annual budget with the Treasurer for Library Board approval; manages operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Prepares payroll for accountant, and manages sick and PTO calculations and communication with staff about payroll.

Responsible for making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

Works with grants committee to create and manage grant requests from state and federal agencies and non-profit foundations.

Administers grant funds upon award.

### ***Library Policies and Procedures***

Assists the Board of Trustees in the development and review of Library policies.

Develops and trains staff in all procedures.

### ***Other***

Performs other related duties as assigned.