

# AGENDA

## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

### Regular Board Meeting

Date: April 24, 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 March 27 <sup>th</sup> Board meeting | Mary Clinch   |
| 4. Reports   |               |
| ➤ Treasurer--Update  | David Smith   |
| ➤ Correspondence   | Barb Costello |
| ➤ Director's--Update   | Sonora Miller |
| ➤ Friends of the Library Liaison                                       | Bill Siddall  |
| ➤  |               |

#### 5. OLD BUSINESS

- a. Letter to Brian Higgins
- b.

#### NEW BUSINESS

- a. Contract with the Village for the use of the space?
- b.

#### OTHER

Motion to Adjourn

NEXT Scheduled Meeting: May 22, 2023

#### Upcoming Events

Spring Book Sale May 4-6, 2023 in Village Center Gym

Awarding the Ruby Carey Scholarship at Lew-Port Senior Awards Event June 8 at 6pm

Wine and Dessert in the Stacks June 9 ?

Youngstown Start of the Summer Street Dance June 22 (Do we want a table?)



**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: MARCH 27, 2023

TIME: 7:00 p.m.

**Present:** Karran Swayze, Mary Clinch, David Brooks, Barb Costello, Dave Smith, Shawn D’Luhny

**Absent:** Director Sonora Miller, Bill Siddall (both excused)

**Call to Order:** 7:05 pm

**Comments from the Public:** None

**Minutes of the February 2023 Board Meeting**

- A motion was made by Dave Smith and seconded by Barb Costello to accept the February 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 encouraged the Board to thank the staff for their extra efforts this month in providing backup support for each other.
- National Librarian Day is on April 16.
- Nioga annual dinner/meeting is coming up on May 17; libraries are encouraged to donate baskets for the raffle. Will discuss at the April meeting.
- We were notified by Nioga re: the possibility of needing to update our charter with the NYS Department of Education (based on the last bylaw changes), but on further research found it not to be necessary (as original charter/last certificate received from state requires 5-25 board members).

**Treasurer’s Report – Dave Smith:**

- Annual drive brought in > \$1600 in February.
- Expenditures are in line with budget for both January and February.
- Transfer of funds from KeyBank approved last month was completed.
- Accounting changes to display the Ruby Carey Scholarship fund as a restricted account in all budget documentation approved last month were completed.

**Director's Report – Sonora Miller:** No report this month

**Friends of the Library Report – Karran Swayze, on behalf of Bill Siddall:**

- Annual fund drive mailing initiated last week.
- The Spring Book Sale is May 4, 5, 6.
- The Friends are looking for volunteer help (sorting, moving books, etc.) on Tuesday and Wednesday of that week, plus help at the sale Friday and Saturday.
- Dessert and Wine in the Stacks will be added to the event calendar soon (date TBD; potentially June 9).
  - Per Karran, the Board may wish to consider presenting the Ruby Carey Scholarship at that time; suggested we look to invite former winners to the event.
- Nioga has invited the Friends Board members to their annual dinner event.

**Correspondence Report – Barb Costello:**

- No correspondence required to date in March (but will monitor for remainder of month).

**Old Business**

- Comments/concerns on the Library's annual report to New York State need to be supplied to Sonora prior to the report distribution date in May.

**New Business**

- Committee Assignments for 2023:
  - Finance Committee – Dave Smith (chair), Karran, Sonora, Barb
  - Personnel Committee – Mary (chair), Karran, Dave Smith
  - Scholarship Committee – Karran (chair), Mary, Colleen Summerville, Jodee Riordan; Karran looking for additional members
  - Nominating Committee – David Brooks (chair), Barb
  - Sustainability/Space and Grants – Dave Smith, Bill Siddall
    - Karran suggested reaching out to Maggie for information on grant identification and/or consulting assistance
  - Historian – David Brooks
  - Liaison to the Friends of the Library – Bill Siddall
- Dave Smith will be producing a summary document outlining Trustee responsibilities (incorporating information from recent Nioga training as well).
- Discussion was held on the creation of a letter to Congressman Higgins drafted by Dave Smith. Agreed for Dave to proceed with mailing the letter.
- Karran confirmed that the Ruby Carey Scholarship application has been provided to Lew-Port; notification has been provided to the local news outlets.

- A motion was made by David Brooks to adjourn the meeting, seconded by Dave Smith. Motion passed. The meeting was adjourned at 8:17 p.m.

The next Board meeting will take place on April 24, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

# Youngstown Free Library

## April Treasurer's Report

19 April 2023

### **1. Revenues**

- Revenues were very limited, as expected, and totaled slightly more than \$1200.00

### **2. Expenditures**

- Expenditures were in line for March, and were and are running around \$11,000 per month. There are sufficient funds in the Key Bank account for April operating expenses, but a transfer of money from Morgan Stanley by May 1st will be required to cover May and June expenses (\$20,000), allowing for a maximum of interest received for the banked funds.
- Expenditures should not increase for the summer months and the Summer Reading/Children's Programs as we have obtained both grants and generous gifts to cover the costs of those programs.

### **3. Investments**

- As of 3/31/2023, our Morgan Stanley account totaled nearly \$306,000. We will be reducing that balance by \$67,000 in August to fulfill our obligation to the GBC and will be transferring approximately \$20,000 every two months to cover operating expenses (4 draws of \$20,000 = \$80,000 for the year). This will leave a balance of approximately \$159,000 in our Morgan Stanley account.

### **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

<b>YOUNGSTOWN FREE LIBRARY 2023</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 01/01/2023 - 01/31/2023</b>	<b>Actuals 02/01/2023- 02/28/2023</b>	<b>Actuals 03/01/2023 - 03/31/2023</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b>REVENUE</b>								
TOWN OF PORTER	\$70,000	\$70,000		\$70,000.00		\$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				-\$4.96	\$16,004.96	-0.03%
FINES/ COPIER/ FAX	\$2,400	\$2,200	\$128.79	\$242.19	\$87.64	\$458.62	\$1,741.38	20.85%
INTEREST	\$150	\$270	\$36.37	\$33.21		\$69.58	\$200.42	25.77%
GIFTS	\$12,000	\$11,000	\$99.05	\$714.96	\$790.04	\$1,604.05	\$9,395.95	14.58%
5K Run						\$0.00		
Easter Cookie Sale						\$0.00		
Electronic Recycling						\$0.00		
Jug Golf Tourney						\$0.00		
Womens' Club						\$0.00		
Basket Raffle						\$0.00		
Smile						\$0.00		
Clothing Exchange						\$0.00		
Ray's Tavern 50/50						\$0.00		
Village						\$0.00		
YYC						\$0.00		
Miscellaneous						\$0.00		
ANNUAL DRIVE	\$27,000	\$28,900	\$6,524.19	\$1,605.00		\$8,129.19	\$20,770.81	28.13%
MISCELLANEOUS	\$100	\$450	\$32.41	\$31.48	\$24.31	\$88.20	\$361.80	19.60%
GRANT FUNDS	\$5,000	\$5,000	\$5,000.00		\$305.00	\$5,305.00	-\$305.00	106.10%
OTHER INCOME	\$5,000	\$0				\$0.00	\$0.00	#DIV/0!
<b>TOTAL REVENUE</b>	<b>\$145,850</b>	<b>\$143,330</b>	<b>\$11,820.81</b>	<b>\$72,626.84</b>	<b>\$1,206.99</b>	<b>\$85,649.68</b>	<b>\$57,680.32</b>	<b>59.76%</b>

<b>EXPENDITURE</b>	Budget for 2022	Budget for 2023	Actuals 01/01/2023 - 01/31/2023	Actuals 02/01/2023- 02/28/2023	Actuals 03/01/2023 - 03/31/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
<b>PERSONNEL</b>								
SALARIES (GROSS)	\$83,900	\$86,702	\$5,514.83	\$6,728.38	\$6,849.83	\$19,093.04	\$67,608.96	22.02%
HEALTH BENEFIT	\$4,000	\$4,500	\$346.16	\$346.16	\$346.16	\$1,038.48	\$3,461.52	23.08%
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	\$421.88	\$514.72	\$524.02	\$1,460.62	\$5,516.38	20.93%
CONTINUING ED. , NETWORKING, MILEAGE	\$160	\$100		\$199.96		\$199.96	-\$99.96	199.96%
NEW YORK STATE DISABILITY &	\$408	\$700	\$259.23	\$311.02	\$430.50	\$1,000.75	-\$300.75	142.96%
WORKER'S COMPENSATION	\$850	\$800				\$0.00	\$800.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$200	\$250				\$0.00	\$250.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$96,242</b>	<b>\$100,029</b>	<b>\$6,542.10</b>	<b>\$8,100.24</b>	<b>\$8,150.51</b>	<b>\$22,792.85</b>	<b>\$77,236.15</b>	<b>22.79%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>	Budget for 2022	Budget for 2023				Totals Year to Date	Remaining in Budget	% of Budget
HOOPLA (streaming, rental services)	\$4,850	\$5,570	\$429.11	\$409.89	\$750.21	\$1,589.21	\$3,980.79	28.53%
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$3,800	\$603.47		231.38	\$834.85	\$2,965.15	21.97%
BOOKS	\$7,500	\$6,500	\$126.98	\$427.25	\$1,040.99	\$1,595.22	\$4,904.78	24.54%
COMPUTER SOFTWARE	\$280	\$300				\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000	\$1,367.99		\$402.00	\$1,769.99	\$1,230.01	59.00%
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	\$10.20	\$30.50	\$207.44	\$248.14	\$1,051.86	19.09%
PROGRAMMING	\$1,780	\$2,600			\$195.66	\$195.66	\$2,404.34	7.53%
PUBLICITY & PROMOTION	\$1,600	\$200				\$0.00	\$200.00	0.00%
COPIER LEASE & USAGE	\$840	\$840	\$65.76	\$65.76	\$113.06	\$244.58	\$595.42	29.12%
POSTAGE	\$120	\$30			\$6.00	\$6.00	\$24.00	20.00%
INTERNET/PHONE	\$580	\$280	\$72.80	\$71.79	\$77.47	\$222.06	\$57.94	79.31%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$24,420</b>	<b>\$2,676.31</b>	<b>\$1,005.19</b>	<b>\$2,274.00</b>	<b>\$6,705.71</b>	<b>\$17,714.29</b>	<b>27.46%</b>

<b>OPERATING EXPENDITURE</b>	Budget for 2022	Budget for 2023	5:F63+F55:F64+F55:F65+F6+F55:F63	Actuals 02/01/2023-02/28/2023	Actuals 03/01/2023 - 03/31/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$7,680	\$618.25	\$618.25	\$618.25	\$1,854.75	\$5,825.25	24.15%
OFFICE SUPPLIES	\$800	\$750	\$254.28		\$262.44	\$516.72	\$233.28	68.90%
HOUSEKEEPING	\$80	\$70	\$17.11	\$5.83	\$6.79	\$29.73	\$40.27	42.47%
INSURANCE	\$4,500	\$3,800				\$0.00	\$3,800.00	0.00%
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	\$65.76	\$113.07	\$244.59	\$595.41	29.12%
POSTAGE	\$120	\$30			\$6.00	\$6.00	\$24.00	20.00%
INTERNET/PHONE	\$580	\$280	\$72.80	\$71.79	\$77.46	\$222.05	\$57.95	79.30%
<b>OPERATING EXPENDITURE</b>	<b>\$15,140</b>	<b>\$14,031</b>	<b>\$1,028.20</b>	<b>\$761.63</b>	<b>\$1,084.01</b>	<b>\$3,238.92</b>	<b>\$10,792.08</b>	<b>23.08%</b>
<b>COVID-19 Expenses</b>	Budget for 2022	Budget for 2022				Totals Year to Date		
LIBRARY MATERIALS & PROCESSING	\$0	\$0				\$0.00	\$0.00	0.00%
OFFICE SUPPLIES	\$800	\$0	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!
CALL FORWARD	\$0	\$0				\$0.00	\$0.00	0.00%
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$800</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>CAPITAL EXPENDITURE</b>	Budget for 2022	Budget for 2023						
TECHNOLOGY	\$500	\$980				\$0.00	\$980.00	0.00%
OTHER - SPACE	\$0	\$0				\$536.74	-\$536.74	0.00%
<b>CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$980</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$536.74</b>	<b>\$443.26</b>	<b>54.77%</b>



<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 01/01/2023 - 01/31/2023</b>	<b>Actuals 02/01/2023- 02/28/2023</b>	<b>Actuals 03/01/2023 - 03/31/2023</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below)	\$3,657	\$3,400	\$130.00	\$250.00	\$250.00	\$880.00	\$2,520.00	25.88%
KEEPING, PAYROLL & ACCOUNTING	\$3,000	\$3,000	\$250.00	\$250.00	\$250.00	\$750.00	\$2,250.00	25.00%
2. OF 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	\$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				\$0.00	\$0.00	#DIV/0!
MISC - OTHER (Foundation)	\$0	\$0				\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912</b>	<b>\$3,870</b>	<b>\$130.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$630.00</b>	<b>\$3,240.00</b>	<b>16.28%</b>
<b>TOTAL OPERATING</b>	<b>\$145,850</b>	<b>\$143,330</b>	<b>\$10,376.61</b>	<b>\$10,117.06</b>	<b>\$11,758.52</b>	<b>\$33,904.22</b>	<b>\$109,425.78</b>	<b>23.65%</b>

<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 01/01/2023 - 01/31/2023</b>	<b>Actuals 02/01/2023- 02/28/2023</b>	<b>Actuals 03/01/2023 - 03/31/2023</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd / Spent</b>
<b>TOTAL REVENUE:</b>	\$145,850	\$143,330	\$11,820.81	\$72,626.84	\$1,206.99	\$85,649.68		59.76%
<b>TOTAL EXPENDITURE:</b>	\$145,850	\$143,330	\$10,376.61	\$10,117.06	\$11,758.52	\$33,904.22		23.65%
<b>Net Gain (Loss):</b>	\$0	\$0	\$1,444.20	\$62,509.78	-\$10,551.53	\$51,745.46		

**YOUNGSTOWN FREE LIBRARY  
ASSETS BALANCE SHEET**

**31-Mar-23**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank          Checking	\$21,428.78
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$305,751.99
Ruby Carey Restricted	\$318.27
<b>TOTAL CURRENT ASSETS</b>	<b>\$327,777.78</b>

**FUND BALANCES**

<b><u>Unrestricted</u></b>	
General (Operating)	\$97,447.78
Sustainability/Foundation	\$67,000.00
<b>Total Unrestricted Funds</b>	<b>\$164,447.78</b>

<b><u>Restricted</u></b>	
Operating Reserve	\$143,330.00
Gifts/Grants (Children's Room)	\$20,000.00
Scholarship (Ruby Carey)	\$318.27
<b>Total Restricted Fund Balance</b>	<b>\$163,330.00</b>

<b>TOTAL FUND BALANCES</b>	<b>\$327,777.78</b>
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*(Note: Cash Liability of \$1,905 being held as Restricted, awa*

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

*iting completion of Book Bin project.)*



The primary duty and responsibility of a trustee of the Youngstown Free Library is to guide the Director and make decisions that will allow the Library to fulfill our mission statement, which is:

***Be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.***

To accomplish this, a trustee should expect to be called upon to:

- Become familiar with NYS Education Department and American Library Association requirements (with guidance from the Director) for the proper operation of an Association library.
- Attend monthly board meetings (ten each year, a trustee must attend a minimum of seven).
- Be assigned to at least two committees and attend those committee meetings whenever possible. A trustee could also expect to be asked to chair a committee.
- A trustee should attend and participate in Library and Friends of the Library events to help raise public awareness of the Library.
- Trustees set policies and protocols (usually aided by the Director) based upon NYS requirements for effective operation of the Library, determine operating hours, approve employee hiring, and are the final arbiters of library content.
- Trustees determine annual budgets based on information provided by the Finance Committee.

These duties do require a time commitment but that commitment is more than offset by the satisfaction of helping the community.