

AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: May 22, 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 th Board meeting | Mary Clinch |
| 4. President's Remarks | Karran Swayze |
| 5. Reports | |
| ➤ Treasurer | David Smith |
| ➤ Correspondence | Barb Costello |
| ➤ Director's Report | Sonora Miller |
| ➤ Friends of the Library Liaison | Bill Siddall |
| ➤ | |
| 6. <u>OLD BUSINESS</u> | |
| a. Letter to Brian Higgins | |
| b. Partial summary of the Strategic Goals 2018-2023 | |
| 7. <u>NEW BUSINESS</u> | |
| a. Resolution ending the COVID-19 Safety Protocols | |

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: June 26, 2023

Upcoming Events

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

Youngstown Start of the Summer Street Dance June 22

Town of Porter summer Family Picnic at Porter on the Lake July 15



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: APRIL 24, 2023

TIME: 7:00 p.m.

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

Absent: None

Call to Order: 7:05 pm

Comments from the Public: None

Minutes of the March 2023 Board Meeting

- A motion was made by Dave Smith and seconded by David Brooks to accept the March 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 noted that completion certificates for recent Nioga training have not been provided as quickly as in prior years. Karran contacted Nioga and was informed that certificates will be forthcoming in a few weeks; as individuals receive them, please provide a copy to Mary or Sonora.
- Karran expressed thanks to the Library staff and volunteers that provided additional backup support during March and April; everyone’s efforts are greatly appreciated.
- Karran also encouraged all Trustees to introduce themselves to our two newest staff members.

Treasurer’s Report – Dave Smith:

- Revenues and expenditures are in line with budget for March; upcoming transfers will take place shortly to cover April/May operational costs.
- Expenditures should not increase over the summer months, as the Library has obtained both grants and generous gifts to cover the costs of specific summer programs.

Correspondence Report – Barb Costello:

- Sonora will provide Barb with the most recent list of parties needing thank yous.

Director's Report – Sonora Miller:

- A \$500 grant was received from the Youngstown Lions Club for the purchase of large-print books.
- Irene Myers communicated that a check for \$1500 will be presented shortly to support the Library's summer reading programs.
- Sonora shared details of the upcoming Nioga annual dinner; RSVPs are required by May 9. Our Library has previously produced a basket for the basket raffle.
- Karran highlighted the upcoming National Library Week.

Friends of the Library Report – Bill Siddall:

- The Book Sale will be held May 4, 5, and 6.
- The most recent Friends fund drive mailing has been sent out.
- A recommendation has been made by the Friends to present the Ruby Carey Scholarship award at the upcoming Dessert in the Stacks event on June 9. Karran noted that the Lew-Port scholarship awards night will be held June 8; Karran asked if the Friends would be willing to invite the award recipient to Dessert in the Stacks the following night for a special presentation.
- The Village Street Dance will be on June 22; the Friends will have a table.
- The Friday night concerts in the Village are scheduled; the Friends will be holding a bake sale at the one of the concerts (date TBD).
- The Friends would like to renew the Memorandum of Understanding between the Friends of the Library and the Board of Trustees, and have it signed by the current presidents of each organization.

Old Business

- Per Dave Smith, no response was received from the letter sent to Brian Higgins. As a follow up action, Dave will attempt to contact the local office.
- Dave drafted a list of Trustee responsibilities that was reviewed by the Board. This list will be added to the application form required for prospective Board members.
 - A motion was made by Barb Costello and seconded by David Brooks to accept the list of responsibilities for the Board of Trustees. Motion passed.
- Sonora reviewed the compliance form that is required to document attendance at a verified Trustee training program (when certificates are not provided by the instructors), and the current tracker where Trustees may document courses attended in 2023. All attendance must be documented, and each Trustee must complete two hours of training annually.
- Karran requested the Board review the 2022 survey that Sonora produced in support of the Library's Strategic Plan, and consider the impact of the pandemic and best next steps for the Plan (e.g., extending the plan, etc.).

New Business

- Next month, the Board will discuss the upcoming Town of Porter Summerfest event (where a Library presence is requested). The Library would be asked to request a table in advance. Karran will include this on next month's meeting agenda.

- A motion was made by Dave Smith to adjourn the meeting, seconded by Bill Siddall. Motion passed. The meeting was adjourned at 8:08 p.m.

The next Board meeting will take place on May 22, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

May Treasurer's Report

17 May 2023

1. Revenues

- Income was limited for April (to be expected mid-year), totaling \$2700.
- Annual Drive revenue was \$1375 in April, gifts nearly \$400 (a pleasant surprise).
- We received \$900 in grant funding, bringing the yearly total to 124% of budget expectations thus far (it's only May). Applying for and receiving these grants, however small, are a very valuable way of reducing donor burden in funding the Youngstown Free Library budget.

2. Expenditures

- Expenditures were somewhat lower in April (\$9500), possibly due to reduced supply ordering in the Director's reduced presence. There are sufficient funds in the Key Bank account for May and June operating expenses (\$31,912.91 as of May 17th).

3. Investments

- As of 4/30/2023, our Morgan Stanley account totaled nearly \$307,000+ and is earning 4.25% yield for funds not locked into a CD. One CD for \$60,000 matures on 6/1/2023 and will be used to fulfill our obligation to the CFGB. This will leave \$247,000 in our Morgan Stanley account (\$120,000 in CD's that mature on 10/20/2023 and 12/1/2023, and \$127,000 in general funds).

3. Summary

- The Youngstown Free Library is in a good position to fulfill its financial obligations for 2023 and can meet or exceed expectations for services and programs for the year.

Respectfully submitted,
David Smith, Treasurer

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET**

30-Apr-23

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$13,442.40
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$307,033.13
Ruby Carey Restricted	\$318.27
Ruby Carey Restricted	-\$318.27
TOTAL CURRENT ASSETS	\$320,754.27

FUND BALANCES

<u>Unrestricted</u>	
General (Operating)	\$90,424.27
Sustainability/Foundation	\$67,000.00
Total Unrestricted Funds	\$157,424.27

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

TOTAL FUND BALANCES	\$320,754.27
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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.)

YOUNGSTOWN FREE LIBRARY 2023	Budget for 2023	Actuals 04/01/2023 - 04/30/2023	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE					
TOWN OF PORTER	\$70,000		\$70,000.00	\$0.00	100.00%
NIAGARA COUNTY	\$7,250		\$0.00	\$7,250.00	0.00%
Y'TOWN VILLAGE	\$1,000		\$0.00	\$1,000.00	0.00%
AID	\$1,260		\$0.00	\$1,260.00	0.00%
STATE BULLET \$s	\$0		\$0.00	\$0.00	
FRIENDS	\$16,000	-\$114.23	-\$4.96	\$16,004.96	-0.03%
FINES/ COPIER/ FAX	\$2,200	\$123.61	\$582.23	\$1,617.77	26.47%
INTEREST	\$270		\$69.58	\$200.42	25.77%
GIFTS	\$11,000	\$399.69	\$2,003.74	\$8,996.26	18.22%
<i>5K Run</i>			\$0.00		
<i>Easter Cookie Sale</i>			\$0.00		
<i>Electronic Recycling</i>			\$0.00		
<i>Jug Golf Tourney</i>			\$0.00		
<i>Womens' Club</i>			\$0.00		
<i>Basket Raffle</i>			\$0.00		
<i>Smile</i>			\$0.00		
<i>Clothing Exchange</i>			\$0.00		
<i>Ray's Tavern 50/50</i>			\$0.00		
<i>Village</i>			\$0.00		
<i>YYC</i>			\$0.00		
<i>Miscellaneous</i>			\$0.00		
ANNUAL DRIVE	\$28,900	\$1,375.00	\$9,504.19	\$19,395.81	32.89%
MISCELLANEOUS	\$450	\$16.67	\$104.87	\$345.13	23.30%
GRANT FUNDS	\$5,000	\$900.00	\$6,205.00	-\$1,205.00	124.10%
OTHER INCOME	\$0		\$0.00	\$0.00	#DIV/0!
TOTAL REVENUE	\$143,330	\$2,700.74	\$88,464.65	\$54,865.35	61.72%

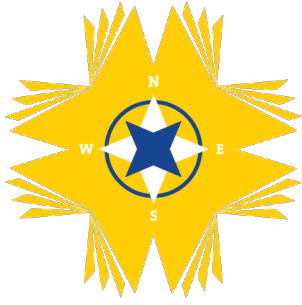
EXPENDITURE	Budget for 2023	Actuals 04/01/2023 - 04/30/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL					
SALARIES (GROSS)	\$86,702	\$6,822.08	\$25,915.12	\$60,786.88	29.89%
HEALTH BENEFIT	\$4,500	\$346.16	\$1,384.64	\$3,115.36	30.77%
SOCIAL SECURITY & MEDICARE	\$6,977	\$521.89	\$1,982.51	\$4,994.49	28.41%
CONTINUING ED. , NETWORKING, MILEAGE	\$100		\$199.96	-\$99.96	199.96%
NEW YORK STATE DISABILITY &	\$700	\$156.64	\$1,157.39	-\$457.39	165.34%
WORKER'S COMPENSATION	\$800		\$0.00	\$800.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$250		\$0.00	\$250.00	0.00%
TOTAL PERSONNEL	\$100,029	\$7,846.77	\$30,639.62	\$69,389.38	30.63%
LIBRARY MATERIALS & SERVICES	Budget for 2023		Totals Year to Date	Remaining in Budget	% of Budget
HOOPLA (streaming, rental services)	\$5,570	\$410.21	\$1,999.42	\$3,570.58	35.90%
AV & DIGITAL MATERIALS (excl HOOPLA)	\$3,800	\$172.47	\$1,007.32	\$2,792.68	26.51%
BOOKS	\$6,500	\$182.79	\$1,778.01	\$4,721.99	27.35%
COMPUTER SOFTWARE	\$300		\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,000	-\$268.00	\$1,501.99	\$1,498.01	50.07%
BOOK PROCESSING & SUPPLIES	\$1,300	\$8.60	\$256.74	\$1,043.26	19.75%
PROGRAMMING	\$2,600		\$195.66	\$2,404.34	7.53%
PUBLICITY & PROMOTION	\$200		\$0.00	\$200.00	0.00%
COPIER LEASE & USAGE	\$840	\$65.76	\$310.34	\$529.66	36.95%

POSTAGE	\$30	\$2.00	\$8.00	\$22.00	26.67%
INTERNET/PHONE	\$280	\$78.48	\$300.54	-\$20.54	107.34%
TOTAL LIBRARY MATERIALS & SERVICES	\$24,420	\$652.31	\$7,358.02	\$17,061.98	30.13%

OPERATING EXPENDITURE	Budget for 2023	Actuals 04/01/2023 - 04/30/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,680	\$618.25	\$2,473.00	\$5,207.00	32.20%
OFFICE SUPPLIES	\$750	\$359.95	\$876.67	-\$126.67	116.89%
HOUSEKEEPING	\$70	\$6.79	\$36.52	\$33.48	52.17%
INSURANCE	\$3,800	-\$534.75	-\$534.75	\$4,334.75	-14.07%
RENT	\$1		\$0.00	\$1.00	0.00%
(SPACE) - A/C, carpets	\$580		\$365.08	\$214.92	62.94%
COPIER LEASE & USAGE	\$840	\$65.76	\$310.35	\$529.65	36.95%
POSTAGE	\$30	\$2.00	\$8.00	\$22.00	26.67%
INTERNET/PHONE	\$280	\$78.47	\$300.52	-\$20.52	107.33%
OPERATING EXPENDITURE	\$14,031	\$596.47	\$3,835.39	\$10,195.61	27.34%
COVID-19 Expenses	Budget for 2022		Totals Year to Date		
LIBRARY MATERIALS & PROCESSING	\$0		\$0.00	\$0.00	0.00%
OFFICE SUPPLIES	\$0		\$0.00	\$0.00	#DIV/0!
CALL FORWARD	\$0		\$0.00	\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$0	\$0.00	\$0.00	\$0.00	#DIV/0!
CAPITAL EXPENDITURE	Budget for 2023				
TECHNOLOGY	\$980	\$103.46	\$103.46	\$876.54	10.56%
OTHER - SPACE	\$0		\$536.74	-\$536.74	0.00%
CAPITAL EXPENDITURES	\$980	\$103.46	\$640.20	\$339.80	65.33%

MISCELLANEOUS	Budget for 2023	Actuals 04/01/2023 - 04/30/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below)	\$3,400		\$880.00	\$2,520.00	25.88%
KEEPING, PAYROLL & ACCOUNTING	\$3,000	\$250.00	\$1,000.00	\$2,000.00	33.33%
2. BI WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$0		\$0.00	\$0.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$0		\$0.00	\$0.00	
2. 990 PREPARATION & DEPRECIATION	\$400		\$0.00	\$400.00	
5. W-2 PREPARATION	\$0		\$0.00	\$0.00	
6. 1099 PREPARATION	\$0		\$0.00	\$0.00	0.00%
INVESTMENT & ADVISORY FEES	\$0		-\$120.00	\$120.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0		\$0.00	\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$470		\$0.00	\$470.00	
BANK FEES & CHARGES	\$0	\$2.59	\$2.59	-\$2.59	#DIV/0!
MISC - OTHER (Foundation)	\$0		\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$3,870	\$252.59	\$882.59	\$2,987.41	22.81%
TOTAL OPERATING	\$143,330	\$9,451.60	\$43,355.82	\$99,974.18	30.25%

SUMMARY	Budget for 2023	Actuals 04/01/2023 - 04/30/2023	Totals Year to Date	Remaining in Budget	% of Budget Rec'd / Spent
TOTAL REVENUE:	\$143,330	\$2,700.74	\$88,464.65		61.72%
TOTAL EXPENDITURE:	\$143,330	\$9,451.60	\$43,355.82		30.25%
Net Gain (Loss):	\$0	-\$6,750.86	\$45,108.83		



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

May 2023

FUNDRAISING AND GRANTS

The Youngstown Free Library has been awarded several grants this spring:

- \$500 from the Youngstown Lions for large-print books
- \$315 from Nioga for adult outreach Mini-grant
- \$400 from Nioga for summer reading programs
- \$1,500 from Dollar General Literacy Foundation for summer reading programs

NIOGA

Nioga suffered a hardware issue on its server last week, and the server was down from Sunday to Wednesday. This affected access to the online catalog, the digital library apps, and the circulation/cataloging system.

Thankfully, this issue was fixed on Wednesday afternoon—thank you, Justin and Maggie at Nioga! All items returned to Youngstown during the outage were checked in fine-free, and we have now caught up on updating all the patron and item records that were affected during this time.

PROGRAMS

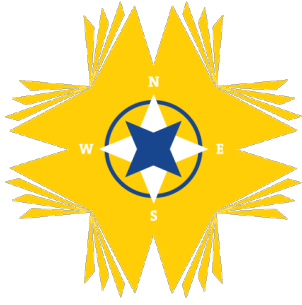
Mike is running a new program series every Tuesday in March: Tabletop Roleplaying Games for ages 9-99. Attendees are playing Pathfinder 1e. No registration is required. Beginners are welcome!

The first program had great attendance, and everyone enjoyed refreshments and was very enthusiastic about the program!

PUBLICITY UPDATES

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

Facebook: 1,300 followers: <https://www.facebook.com/youngstownfreelibrary/>
Instagram: 634 followers: <https://www.instagram.com/youngstownfreelibrary>



Youngstown Free Library

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VOLUNTEERS NEEDED FOR SUMMER READING

Are you a self-starter? Are you comfortable planning and running something semi-independently or independently? Are you interested in being an important part of the annual Summer Reading Season at the Youngstown Free Library?

Summer Reading Season planning is underway, but we still need several volunteers for small (or large!) pieces of the programs. It's only with volunteer assistance that our tiny library can offer 50-60 programs a summer for children.

In the past, adult volunteers have planned and assembled Take & Make Craft Kits, set up outdoor StoryWalks, run science craft programs, run bicycle repair programs, run book clubs for middle-grade kids, and run hands-on problem-solving programs.

What are you passionate about, and what would YOU like to share with our community? Here are some ideas to get you started:

- a weekly game organized for kids on Wednesday afternoons in Falkner Park
- monthly middle-grade or teen book club
- an art program for 8-13-year-olds
- anything involving learning about animals and how they work together!
- StoryWalk setups on Friday evenings in Falkner Park

LEARN MORE at <https://youngstownfreelibrary.org/library-volunteers.html>

Respectfully submitted,

Sonora R. Miller
Library Director