

# AGENDA

## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

### Regular Board Meeting at the Gazebo

Date: July 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 June 26 <sup>th</sup> Board meeting   | Mary Clinch   |
| 4. President's Remarks  | Karran Swayze |
| 5. Reports  |               |
| ➤ Treasurer—Update if available   | David Smith   |
| ➤ Correspondence  | Barb Costello |
| ➤ Director's Report—Update if available   | Sonora Miller |
| ➤ Friends of the Library Liaison  | Bill Siddall  |
| 6. <u>OLD BUSINESS</u>  |               |
| a.  |               |
| 7. <u>NEW BUSINESS</u>  |               |
| a. Approval to hire new page for 4-6 hours per week.  |               |
| b. Resolution for the purchase of up to \$700 for a bar code reader for the upcoming inventory of our collection. |               |

### OTHER

Motion to Adjourn

NEXT Scheduled Meeting: September 25, 2023 at 7pm in the Program Room of the Village Center

Upcoming Events

Wine and Dessert in the Stacks—Friday, October 13, 2023



**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: JUNE 26, 2023

TIME: 7:00 p.m.

**Present:** Karran Swayze, Mary Clinch, David Brooks, Dave Smith, Shawn D’Luhy, Bill Siddall, Director Sonora Miller

**Absent:** Barb Costello

**Call to Order:** 7:04 p.m.

**Comments from the Public:** None

**Minutes of the May 2023 Board Meeting**

- A motion was made by Shawn and seconded by Dave Smith to accept the May 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 thanked Sonora and her staff for producing the Summer 2023 Library Programs brochure, as well as Sonora and members of the Board that volunteered at or attended the recent Youngstown Street Dance.
- Karran encouraged the Board to consider supporting the upcoming Lions Club celebration dinner in September.

**Treasurer’s Report – Dave Smith:**

- Annual Drive, gifts, and grants revenue totaled \$3421 in May.
- \$1815 in grant funding was received.
- Revenue and expenditures were in line with budget for the month.
- Dave will complete the next transfer shortly to cover upcoming expenses.
- Discussion was held around appropriate budgeting amounts for office supplies and postage moving forward, given recent cost increases.
- Discussion was held as to how internet expenses are incurred and appears in the current budget; Sonora provided confirmation on this as well as the portion that is reimbursed by Nioga.

**Correspondence Report – Barb Costello:**

- No report for this month.

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

- Sonora walked through various events on the Library's Summer Programs schedule, including new programs for teens. Recent grants are allowing us to pay some of the program leaders.
- The Summer Reading challenge has started and is open to anyone up to age 18.
- \$500 was received from the Friends to supplement recent grants.
- Meghan has been able to return for additional hours, which has been helpful to support training and special projects.

#### **Friends of the Library Report – Bill Siddall:**

- Dessert in the Stacks is on for Friday, October 13.
- The Friends are holding a bake sale at the Faulkner Park Friday night concert on July 7. The sale will be held from 5:30 p.m. to 7:30 p.m.
- The Friends recently donated \$250 to the Lions Club annual dinner.

#### **Old Business**

- Karran reminded the Board to review the annual report information provided by Sonora last month. A formal summary will be provided in September.

#### **New Business**

- Karran proposed not holding a Board meeting in July, as the Ruby Carey ceremony will be held on the same night (July 24, 5:30 p.m. for Board member arrival) at the Village Gazebo. Karran invited members of the Board to contribute food and drink for the event (~20 people); Mary will help coordinate within the group.

#### **Upcoming Events**

- Town of Porter Summerfest on July 15 – volunteers will be needed between 3-5 p.m. Dave Smith has a tent to lend; David Brooks and Karran will also attend. Jill from the Friends is donating a kiddie pool; a craft will be planned.

- A motion was made by David Brooks to adjourn the meeting, seconded by Mary Clinch. Motion passed. The meeting was adjourned at 8:05 p.m.

The next Board meeting will take place on September 25, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

# Youngstown Free Library

## July Treasurer's Report

24 July 2023

### **1. Revenues**

- Total revenue, including annual drive, gifts, and grants, totaled \$6437.20
- Grants continue to be a pleasantly surprising source of income. YFL received \$1500.00 in grant funding in June.

### **2. Expenditures**

- Personnel expenses were \$12175.02, total operating expenses were \$18090.82 for June. There are sufficient funds in the Key Bank account for July and August operating expenses (\$27018.77 on 7/24/23).

### **3. Investments**

- As of 7/24/2023, our Morgan Stanley account totaled \$269,629.63, of which n\$67,000.00 is designated for transfer to CFGF in August.

### **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-Jun-23**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank          Checking	\$13,359.70
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$288,747.80
Ruby Carey Restricted	\$750.00
Ruby Carey Restricted	
<b>TOTAL CURRENT ASSETS</b>	<b>\$303,136.24</b>

**FUND BALANCES**

<b><u>Unrestricted</u></b>	
General (Operating)	\$72,806.24
Sustainability/Foundation	\$67,000.00
<b>Total Unrestricted Funds</b>	<b>\$139,806.24</b>

<b><u>Restricted</u></b>	
Operating Reserve	\$143,330.00
Gifts/Grants (Children's Room)	\$20,000.00
Scholarship (Ruby Carey)	\$750.00
<b>Total Restricted Fund Balance</b>	<b>\$163,330.00</b>

<b>TOTAL FUND BALANCES</b>	<b>\$303,136.24</b>
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*(Note: Cash Liability of \$1,905 being held as Restricted, awai*

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

***iting completion of Book Bin project.)***



<b>YOUNGSTOWN FREE LIBRARY 2023</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 06/01/2023 - 06/30/2023</b>	<b>Totals Year to Date</b>
<b>REVENUE</b>				
TOWN OF PORTER	\$70,000	\$70,000		\$70,000.00
NIAGARA COUNTY	\$7,814	\$7,250		\$0.00
Y'TOWN VILLAGE	\$1,000	\$1,000		\$0.00
AID	\$1,386	\$1,260		\$0.00
STATE BULLET \$s	\$0	\$0		\$0.00
FRIENDS	\$14,000	\$16,000	\$500.00	-\$4.96
FINES/ COPIER/ FAX	\$2,400	\$2,200	\$120.00	\$833.68
INTEREST	\$150	\$270	\$716.00	\$1,056.58
GIFTS	\$12,000	\$11,000	\$3,577.13	\$6,143.88
<i>Miscellaneous</i>				\$0.00
ANNUAL DRIVE	\$27,000	\$28,900		\$10,124.19
MISCELLANEOUS	\$100	\$450	\$24.07	\$145.61
GRANT FUNDS	\$5,000	\$5,000		\$8,020.00
OTHER INCOME	\$5,000	\$0		\$0.00
<b>TOTAL REVENUE</b>	<b>\$145,850</b>	<b>\$143,330</b>	<b>\$6,437.20</b>	<b>\$96,318.98</b>
<b>EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 06/01/2023 - 06/30/2023</b>	<b>Totals Year to Date</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$83,900	\$86,702	\$10,571.21	\$43,081.78
HEALTH BENEFIT	\$4,000	\$4,500	\$519.24	\$2,250.04
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	\$808.69	\$3,295.76
CONTINUING ED. , NETWORKING, MILEAGE	\$160	\$100		\$199.96
NEW YORK STATE DISABILITY &	\$408	\$700	\$275.88	\$1,558.52

WORKER'S COMPENSATION	\$850	\$800		\$0.00
SALARIES (CHRISTMAS BONUS)	\$200	\$250		\$0.00
<b>TOTAL PERSONNEL</b>	<b>\$96,242</b>	<b>\$100,029</b>	<b>\$12,175.02</b>	<b>\$50,386.06</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>		<b>Totals Year to Date</b>
HOOPLA (streaming, rental services)	\$4,850	\$5,570	\$340.14	\$2,710.90
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$3,800	\$209.96	\$1,217.28
BOOKS	\$7,500	\$6,500	\$44.54	\$2,083.39
COMPUTER SOFTWARE	\$280	\$300	\$70.49	\$70.49
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000	\$2,214.40	\$3,716.39
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	\$3.00	\$272.84
PROGRAMMING	\$1,780	\$2,600	\$1,526.24	\$1,865.44
PUBLICITY & PROMOTION	\$1,600	\$200		\$0.00
COPIER LEASE & USAGE	\$840	\$840	\$111.07	\$487.17
POSTAGE	\$120	\$30		\$12.00
INTERNET/PHONE	\$580	\$280	\$76.92	\$455.44
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$24,420</b>	<b>\$4,596.76</b>	<b>\$12,891.34</b>
<b>OPERATING EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 06/01/2023 - 06/30/2023</b>	<b>Totals Year to Date</b>
ALMS FEE	\$7,419	\$7,680	\$618.25	\$3,709.50
OFFICE SUPPLIES	\$800	\$750	\$106.02	\$1,101.09
HOUSEKEEPING	\$80	\$70	\$6.79	\$50.10
INSURANCE	\$4,500	\$3,800		-\$534.75

RENT	\$1	\$1		\$0.00
(SPACE) - A/C, carpets	\$800	\$580		\$365.08
COPIER LEASE & USAGE	\$840	\$840	\$111.07	\$487.18
POSTAGE	\$120	\$30		\$12.00
INTERNET/PHONE	\$580	\$280	\$76.91	-\$84.60
<b>OPERATING EXPENDITURE</b>	<b>\$15,140</b>	<b>\$14,031</b>	<b>\$919.04</b>	<b>\$5,105.60</b>
<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>		
TECHNOLOGY	\$500	\$980		\$271.36
OTHER - SPACE	\$0	\$0		\$536.74
<b>CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$980</b>	<b>\$0.00</b>	<b>\$808.10</b>
<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 06/01/2023 - 06/30/2023</b>	<b>Totals Year to Date</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below)	\$3,657	\$3,400	\$250.00	\$1,130.00
KEEPING, PAYROLL & ACCOUNTING	\$3,000	\$3,000	\$250.00	\$1,900.00
2. BY WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200	\$0		\$0.00
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27	\$0		\$0.00
2. 990 PREPARATION & DEPRECIATION	\$400	\$400		\$0.00
5. W-2 PREPARATION	\$30	\$0		\$0.00
6. 1099 PREPARATION	\$0	\$0		\$0.00
<b>INVESTMENT &amp; ADVISORY FEES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150.00</b>	<b>\$30.00</b>

PROFESSIONAL SERVICES - NFG	\$0	\$0		\$0.00
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$470		\$0.00
BANK FEES & CHARGES	\$5	\$0		\$18.80
MISC - OTHER (Foundation)	\$0	\$0		\$0.00
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912</b>	<b>\$3,870</b>	<b>\$400.00</b>	<b>\$1,948.80</b>
<b>TOTAL OPERATING</b>	<b>\$145,850</b>	<b>\$143,330</b>	<b>\$18,090.82</b>	<b>\$71,139.90</b>

<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Budget for 2023</b>	<b>Actuals 06/01/2023 - 06/30/2023</b>	<b>Totals Year to Date</b>
<b>TOTAL REVENUE:</b>	\$145,850	\$143,330	\$6,437.20	\$96,318.98
<b>TOTAL EXPENDITURE:</b>	\$145,850	\$143,330	\$18,090.82	\$71,139.90
<b>Net Gain (Loss):</b>	\$0	\$0	-\$11,653.62	\$25,179.08

<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
\$0.00	100.00%
\$7,250.00	0.00%
\$1,000.00	0.00%
\$1,260.00	0.00%
\$0.00	
\$16,004.96	-0.03%
\$1,366.32	37.89%
-\$786.58	391.33%
\$4,856.12	55.85%
\$18,775.81	35.03%
\$304.39	32.36%
-\$3,020.00	160.40%
\$0.00	#DIV/0!
<b>\$47,011.02</b>	<b>67.20%</b>
<b>Remaining in Budget</b>	<b>% of Budget Used</b>
\$43,620.22	49.69%
\$2,249.96	50.00%
\$3,681.24	47.24%
-\$99.96	199.96%
-\$858.52	222.65%

\$800.00	0.00%
\$250.00	0.00%
<b>\$49,642.94</b>	50.37%
<b>Remaining in Budget</b>	<b>% of Budget</b>
\$2,859.10	48.67%
\$2,582.72	32.03%
\$4,416.61	32.05%
\$229.51	23.50%
-\$716.39	123.88%
\$1,027.16	20.99%
\$734.56	71.75%
\$200.00	0.00%
\$352.83	58.00%
\$18.00	40.00%
-\$175.44	162.66%
\$11,528.66	52.79%
<b>Remaining in Budget</b>	<b>% of Budget Used</b>
\$3,970.50	48.30%
-\$351.09	146.81%
\$19.90	71.57%
\$4,334.75	-14.07%

\$1.00	0.00%
\$214.92	62.94%
\$352.82	58.00%
\$18.00	40.00%
\$364.60	-30.21%
\$8,925.40	36.39%
\$708.64	27.69%
-\$536.74	0.00%
\$171.90	82.46%
<b>Remaining in Budget</b>	<b>% of Budget Used</b>
\$2,270.00	33.24%
\$1,100.00	63.33%
\$0.00	
\$0.00	
\$400.00	
\$0.00	
\$0.00	0.00%
-\$30.00	0.00%

\$0.00	
\$470.00	
-\$18.80	#DIV/0!
\$0.00	
\$1,921.20	50.36%
<b>\$72,190.10</b>	49.63%

Remaining in Budget	% of Budget Rec'd / Spent
	67.20%
	49.63%