

AGENDA--Tentative

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: September 25, 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 July 24th 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. OLD BUSINESS
 - a. Dessert and Wine in the Stacks October 13, 2023 6:30pm
 - b. Strategic Plan 2018-2023
 - c. 75th Celebration
7. NEW BUSINESS
 - a. Fall Book Sale
 - b. Christmas in the Village December 16 ?

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: October 23, 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: JULY 24, 2023

TIME: 7:00 p.m.

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

Absent: Barb Costello

Call to Order: 7:10p.m.

Comments from the Public: None

Minutes of the June 2023 Board Meeting

- A motion was made by Dave Smith and seconded by David Brooks to accept the June 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 for her participation at Summerfest. Dave Smith and David Brooks sent in photos to Colleen for use in the next newsletter
- Upcoming opportunity to correspond with State Assemblyman Morinello – Dave Smith and Sonora will be discussing appropriate metrics to highlight, including the Library’s service area, percentage contribution from the Town, etc. The group will review materials shared at the recent Nioga dinner.

Treasurer’s Report – Dave Smith:

- Grants totaled \$1500 in June.
- Revenue and expenditures were in line with budget for the month.

Correspondence Report – Barb Costello:

- No report for this month.

Director’s Report – Sonora Miller:

- The Summer Reading Programs are going well; 49 programs are on the schedule, with 52 kids signed up to date. Per Sonora, reading minutes may also be backdated if parents need to log time from prior weeks.

Old Business

- None to report.

New Business

- As discussed during planning, Sonora has an opportunity to hire a page, with a candidate available.
 - A motion was made by David Brooks and seconded by Dave Smith to give approval to hire. Motion passed.
- As discussed during planning, Sonora is seeking approval to purchase a handheld barcode reader to accelerate the inventory process.
 - A motion was made by Shawn and seconded by Dave Smith to approve spend of up to \$700 on a barcode reader. Motion passed.
- An A/C leak occurred in the Non-Fiction Room and has been fixed. Sonora noted that several volumes from the local history section are still drying, and new copies may need to be purchased. Sonora recommended that maintenance be requested each April moving forward, to ensure that all units are in good working order (this particular leak was caused by a clogged hose, which should be preventable with regular maintenance). Dave Smith asked if Steve's AC would potentially offer a discount on service calls if a service contract was signed; Dave will contact the vendor.
- Dave Smith shared information about the New York State grant program, which has not produced results to date. Dave will be working on the Ralph C Wilson application, which is due in September. Karran asked for examples of proposal requirements that the Board might review.
 - A motion was made by David Brooks to adjourn the meeting, seconded by Mary Clinch. Motion passed. The meeting was adjourned at 7:52 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

September Treasurer's Report

September 25, 2023

1. Revenues

- Total revenue, including annual drive, gifts, and grants, totaled \$494.23 for July and \$412.90 for August, typical for mid-summer revenues. The Key Bank account balance is \$17,316.57 as of 9/25/2023.
- We are still awaiting Niagara County revenues for 2023.
- There have been no recent grant awards.

2. Expenditures

- Personnel expenses were \$7996.48 for July and \$7952.52 for August, totally in line.
- Operating expenses also seem to be in line for July and August, except we have HVAC expenses for unexpected repairs now to each of the units.

3. Investments

- As of 9/25/2023, our Morgan Stanley account totaled \$184,517.62, and YFL has fulfilled the obligation to CFGB in mid-September. The CFGB account balance is \$103,310.92. The \$3,310.92 gain from \$33,000 (our initial investment last year) represents a ten percent gain since our initial investment.

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**

31-Aug-23

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$6,238.28
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$202,983.12
Ruby Carey Restricted	
Ruby Carey Restricted	
TOTAL CURRENT ASSETS	\$209,500.14

FUND BALANCES

<u>Unrestricted</u>	
General (Operating)	-\$20,829.86
Sustainability/Foundation	\$67,000.00
Total Unrestricted Funds	\$46,170.14

Restricted

Operating Reserve	\$143,330.00
Gifts/Grants (Children's Room)	\$20,000.00
Scholarship (Ruby Carey)	\$0.00
Total Restricted Fund Balance	\$163,330.00
TOTAL FUND BALANCES	\$209,500.14

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

(Note: Cash Liability of \$1,905 being held as Restricted, awaiting completion of Book Bin project.)

YOUNGSTOWN FREE LIBRARY 2023	Budget for 2022	Budget for 2023	Actuals 07/01/2023 - 07/31/2023	Actuals 08/01/2023 - 08/31/2023	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE							
TOWN OF PORTER	\$70,000	\$70,000			\$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	\$126.80	\$125.24	\$1,085.72	\$1,114.28	49.35%
INTEREST	\$150	\$270			\$1,056.58	-\$786.58	391.33%
GIFTS	\$12,000	\$11,000	\$332.25	\$66.66	\$6,542.79	\$4,457.21	59.48%
<i>Christmas in the Village</i>					\$0.00		
YYC					\$0.00		
<i>Miscellaneous</i>					\$0.00		
ANNUAL DRIVE	\$27,000	\$28,900		\$200.00	\$10,324.19	\$18,575.81	35.72%
MISCELLANEOUS	\$100	\$450	\$35.18	\$21.00	\$201.79	\$248.21	44.84%
GRANT FUNDS	\$5,000	\$5,000			\$8,020.00	-\$3,020.00	160.40%
OTHER INCOME	\$5,000	\$0			\$0.00	\$0.00	#DIV/0!
TOTAL REVENUE	\$145,850	\$143,330	\$494.23	\$412.90	\$97,226.11	\$46,103.89	67.83%
EXPENDITURE	Budget for 2022	Budget for 2023	Actuals 07/01/2023 - 07/31/2023	Actuals 08/01/2023 - 08/31/2023	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL							
SALARIES (GROSS)	\$83,900	\$86,702	\$6,819.63	\$6,951.60	\$56,853.01	\$29,848.99	65.57%
HEALTH BENEFIT	\$4,000	\$4,500	\$346.16	\$346.16	\$2,942.36	\$1,557.64	65.39%

SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	\$521.69	\$531.80	\$4,349.25	\$2,627.75	62.34%
CONTINUING ED. , NETWORKING, MILEAGE	\$160	\$100			\$199.96	-\$99.96	199.96%
SUTA/FUTA	\$408	\$700	\$234.00	\$141.96	\$1,934.48	-\$1,234.48	276.35%
WORKER'S COMPENSATION	\$850	\$800	\$75.00		\$75.00	\$725.00	9.38%
SALARIES (CHRISTMAS BONUS)	\$200	\$250			\$0.00	\$250.00	0.00%
TOTAL PERSONNEL	\$96,242	\$100,029	\$7,996.48	\$7,952.52	\$66,354.06	\$33,674.94	66.33%
LIBRARY MATERIALS & SERVICES	Budget for 2022	Budget for 2023			Totals Year to Date	Remaining in Budget	% of Budget
HOOPLA (streaming, rental services)	\$4,850	\$5,570	\$439.24	\$344.38	\$3,494.52	\$2,075.48	62.74%
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$3,800		\$63.74	\$1,281.02	\$2,518.98	33.71%
BOOKS	\$7,500	\$6,500	\$298.22	\$275.24	\$2,656.85	\$3,843.15	40.87%
COMPUTER SOFTWARE	\$280	\$300			\$70.49	\$229.51	23.50%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000		\$165.00	\$3,881.39	-\$881.39	129.38%
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	\$13.30	\$18.67	\$304.81	\$995.19	23.45%
PROGRAMMING	\$1,780	\$2,600	\$843.79	\$15.82	\$2,725.05	-\$125.05	104.81%
PUBLICITY & PROMOTION	\$1,600	\$200			\$0.00	\$200.00	0.00%
COPIER LEASE & USAGE	\$840	\$840	\$65.76	\$65.76	\$618.69	\$221.31	73.65%
POSTAGE	\$120	\$30	\$2.00		\$14.00	\$16.00	46.67%
INTERNET/PHONE	\$580	\$280	\$77.21	\$77.16	\$609.81	-\$329.81	217.79%

TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$24,420	\$1,739.52	\$1,025.77	\$15,656.63	\$8,763.37	64.11%
OPERATING EXPENDITURE	Budget for 2022	Budget for 2023	Actuals 07/01/2023 - 07/31/2023	Actuals 08/01/	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$7,680	\$618.25	\$618.25	\$4,946.00	\$2,734.00	64.40%
OFFICE SUPPLIES	\$800	\$750	\$76.01	\$260.20	\$1,437.30	-\$687.30	191.64%
HOUSEKEEPING	\$80	\$70	\$6.78	\$6.78	\$63.66	\$6.34	90.94%
INSURANCE	\$4,500	\$3,800		\$4,558.34	\$4,023.59	-\$223.59	105.88%
RENT	\$1	\$1			\$0.00	\$1.00	0.00%
(SPACE) - A/C, carpets	\$800	\$580	\$176.00		\$365.08	\$214.92	62.94%
COPIER LEASE & USAGE	\$840	\$840	\$65.76	\$65.76	\$618.70	\$221.30	73.65%
POSTAGE	\$120	\$30	\$2.00		\$14.00	\$16.00	46.67%
INTERNET/PHONE	\$580	\$280	\$77.21	\$77.16	\$69.77	\$210.23	24.92%
OPERATING EXPENDITURE	\$15,140	\$14,031	\$1,022.01	\$5,586.49	\$11,538.10	\$2,492.90	82.23%
				Actuals			
CAPITAL EXPENDITURE	Budget for 2022	Budget for 2023		\$0.00			
TECHNOLOGY	\$500	\$980			\$271.36	\$708.64	27.69%
OTHER - SPACE	\$0	\$0			\$536.74	-\$536.74	0.00%
CAPITAL EXPENDITURES	\$500	\$980	\$0.00		\$808.10	\$171.90	82.46%
MISCELLANEOUS	Budget for 2022	Budget for 2023	Actuals 07/01/2023 - 07/31/2023	August actuals	Totals Year to Date	Remaining in Budget	% of Budget Used

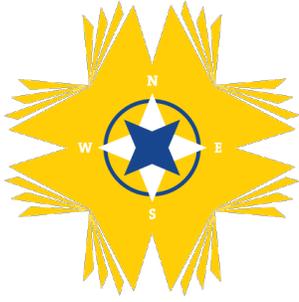
ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below)	\$3,657	\$3,400	\$250.00		\$1,380.00	\$2,020.00	40.59%
KEEPING, PAYROLL & ACCOUNTING	\$3,000	\$3,000	\$250.00	\$250.00	\$2,400.00	\$600.00	80.00%
INCL FED & STATE TAX PAYMENTS	\$200	\$0			\$0.00	\$0.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT 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		\$250.00	\$250.00	-\$250.00	0.00%
INVESTMENT & ADVISORY FEES	\$0	\$0		#REF!	#REF!	#REF!	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		100	\$118.80	-\$118.80	#DIV/0!
MISC - OTHER (Foundation)	\$0	\$0		\$67,000.00	\$67,000.00	-\$67,000.00	
TOTAL MISCELLANEOUS	\$3,912	\$3,870	\$250.00	\$67,350.00	#REF!	#REF!	#REF!
TOTAL OPERATING EXPENDITURE	\$145,850	\$143,330	\$11,008.01	\$81,933.78	#REF!	#REF!	#REF!

SUMMARY	Budget for 2022	Budget for 2023	Actuals 07/01/2023 - 07/31/2023
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Totals Year to Date	Remaining in Budget	% of Budget Rec'd / Spent	
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TOTAL REVENUE:	\$145,850	\$143,330	\$494.23
TOTAL EXPENDITURE:	\$145,850	\$143,330	\$11,008.01
Net Gain (Loss):	\$0	\$0	-\$10,513.78

412.9	\$97,226.11		67.83%	
81933.78	#REF!		#REF!	
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Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
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www.youngstownfreelibrary.org

Director's Report

September 2023

BUILDING

Unfortunately, we have had three leaks in the mini-splits since July.

The first leak was in the non-fiction room unit, and it was due to a drain pipe blockage. The pipes were flushed and serviced on all three units during that repair visit. The second leak was in pipes over the Magazine Room, which are connected to both the non-fiction room unit and children's room unit. During the repair visit, this pipe was replaced. The third leak happened last week in the teen room unit; I have turned off the unit and not yet had it repaired.

COLLECTION

The Youngstown Free Library is preparing to run inventory this fall on 22,000+ items in its collection. This was done in 2018, and we are on schedule to run it again now five years later.

COMMUNITY & OUTREACH

The Youngstown Free Library just received an award from the Youngstown Business and Professional Association. I was honored to accept this award at their September meeting. The Library shares this honor for Community Organization of the Year with both the Youngstown Lions and the VFW Post 313.

I am seeking board and community members to join the Library's 75th Anniversary Committee. Two members of the Friends have already joined the committee. Together the committee can plan ways to celebrate this milestone anniversary with the community.

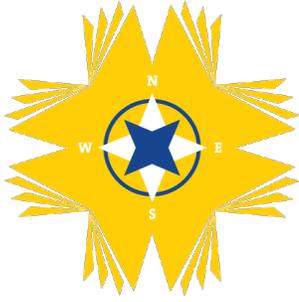
FUNDRAISING AND GRANTS

The Youngstown Free Library has closed out its \$1,500 Dollar General grant that was used for summer reading programming for children.

NIOGA

Nioga suffered a second hardware issue on its server last week, and the server was down on Saturday, September 9th. This affected access to the online catalog, the digital library apps, and the circulation/cataloging system.

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.



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PROGRAMS

Forty-eight programs were offered this summer for children and teens, and total attendance was 1,499 people.

The Summer Reading Challenge had 63 registered readers, and together they read for an amazing total of 87,091 minutes.

While the Non-Fiction Book Club has continued meeting all 2023, both Evening Book Club and Afternoon Book Club returned to meeting in September after a hiatus. All three clubs have dedicated regular attendees, but we are always looking to add new members!

Take & Make Craft Kits for the fall and winter are being planned, thanks to our dedicated craft kit volunteer, Nadine.

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: 675 followers: <https://www.instagram.com/youngstownfreelibrary>

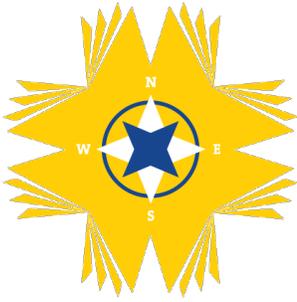
STAFF

There has been a lot of life changes for staff members! But everyone on staff seems to be doing well. I will provide updates at the meeting.

I also have sad news to share about a past staff member's family. I will provide updates at the meeting.

Respectfully submitted,

Sonora R. Miller
Library Director



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Strategic Plan 2018-2023

Mission Statement

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

Goal 1: Sustainability

Ensure that the library is well-positioned to provide for the needs of current and future generations of members of the community of the Youngstown Free Library.

1. Ensure sustainable Library funding for the long-term future.
2. Ensure sustainable building and physical needs for the long-term future.
3. Recruit and maintain well-qualified Board of Trustee members who will use their tenure to represent, promote and fundraise on behalf of the Library.
4. Support the health and work of the Friends of the Library.
5. Ensure that the Library policies and by-laws are kept current.

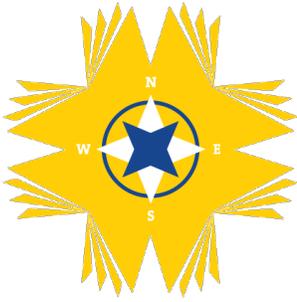
Objectives:

- ✓ Develop strong financial funding model to match income to 95% spending by December 2023.
- Interior design done, but renovation work voted down ✓ Renovate existing building space or locate another building and make plans to renovate it to match the Library's needs by December 2023.
- ✓ Develop strong Board of Trustee education plan and involvement culture with professional workshops and defined and accountable involvement within the Board.
- ✓ Sign a Memo of Understanding with the Friends of the Library by December 2019.
- 47 policies passed of 69 Recommended Policies passed Update and pass with Board approval all policies on the *Recommended Policies Checklist (Handbook for Library Trustees, 2018)* by December 2023.

Goal 2: Responsiveness to the Community

Integrate community needs with Library offerings.

1. Create an environment that encourages all members of the community to participate, making it a valuable center of the community.



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2. Provide or host Library programs that respond to community requests and interests.
3. Provide Library materials that respond to community interests and requests.
4. Provide Library services that respond to community needs.

Objectives:

Adult survey done fall 2021;
children's not yet completed

Develop and distribute a survey of adult programming needs by December 2022, and a survey of children's programming needs by December 2023.

- ✓ Progress staff procedures by December 2023 to ensure that every material request is acknowledged and attempted using Nioga, inter-library loan, and digital collections available to the Library.
- ✓ Run inventory on the Library material collection to match catalog records with physical collection by December 2022.
- ✓ Update material browsing collections to better match patron requests by December 2023.

Waiting periods reduced
before pandemic; need to be
reduced again

Provide new materials to the public with reduced waiting periods by December 2023.

Goal 3: Transparency and Communication

Inform, listen and communicate openly with the Youngstown community on all matters.

1. Originate, facilitate and operate a broad cross-community information exchange to enlighten and inform the community.
2. Ensure all modes of dispersing information about the Library are accessible, transparent, up-to-date and accurate.
3. Anticipate and provide for community information needs.
4. Develop working relationships with local leaders, organizations and community groups within the Youngstown Free Library service area.

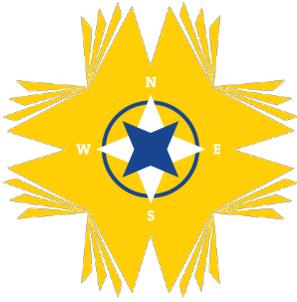
Objectives

- ✓ Provide and maintain an updated website with up-to-date information on Library programs, Library collections, Library leadership, Friends, and policies by December 2023.
- ✓ Provide all Library Board and Friends meetings' documents accessible in the Library and online by December 2023.

Three years of 4+ newsletter
issues published yearly

Utilize social media and newsletters regularly to share Library news and information by December 2023.

Goal 4: Partnerships and Collaboration



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Strengthen the position of the Library within the Youngstown community with ongoing partnerships and collaboration with government, organizations, businesses and individuals.

1. Cooperate with local organizations to offer programming to the community.
2. Strengthen connections with local government leaders individually and as a group in order to facilitate camaraderie and partnerships.
3. Collaborate with local businesses and individuals for Library fundraising opportunities that will lead to financial sustainability.

Objectives:

- ✓ Confirm membership in the Youngstown Business and Professional Association and attend networking meetings regularly.
- ✓ Extend outreach programs and opportunities to community groups and area businesses.
- ✓ Cultivate cordial relationships with local government leaders, and extend invitations to them for large programs and fundraisers.