### Regular Board Meeting Youngstown Free Library Board of Trustees Agenda October 28, 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 Comments from the Public	Karran Swayze
Minutes of Reg. Board September 23, 2024 Reports	Mary Clinch
President's Remarks	Karran Swayze
Treasurer's Report Update	David Smith
Correspondence	Shawn D'Luhy
Director's Report Update	Sonora Miller
Friends Report	David Smith
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#### **Old Business**

- Update on Painting the Library Foyer
- Committee on Special Projects-- The 75<sup>th</sup> Anniversary Celebration
   Opdate
  - $\circ$  75<sup>th</sup> Birthday Celebration
  - Bookmark competition
- Update on the Personnel Committee Director Review

#### **New Business**

- CFGB Annual Distribution Reinvest or use the money
- Requests for thank you letters
- •

#### **Other/Adjournment**

#### **Upcoming Events**

- Book Sale help November 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> 10-3; 6-8 organizing books
- November 7-9, 2024 Friends Fall Book Sale
- November 13<sup>th</sup>, 2024 Birthday Party for 75<sup>th</sup> Anniversary 7:00 to 9:00pm in Cora Gushee Room
- November 22, 2024 at 10am in Programming Room meeting with area New York State legislators—Rob Ortt

Next Meeting: November 25, 2024 @ 7:00 pm in the Programming Room



#### DRAFT

#### YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

#### **REGULAR BOARD MEETING**

#### DATE: SEPTEMBER 23, 2024

TIME: 7:00 p.m.

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

Absent: Dave Smith (excused)

Call to Order: 7:06 p.m.

Comments from the Public: None

#### Minutes of the July 2024 Board Meeting

- A motion was made by Mary and seconded by Nancy to accept the July meeting minutes. The motion passed.
  - Mary will change the designation on the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

#### President's Remarks: Karran

- Karran shared that thank you notes to the Board were received from the Ruby Carey scholarship award winner and her parents.
- Karran extended thanks to Sonora and her staff for the excellent work in executing programming throughout the summer.
- Karran encouraged the Board to attend tomorrow's ALA webinar that will cover important information for Trustees regarding the topic of book bans.
- Karran thanked members of the Board and others who participated in the Town of Porter Summerfest and the Youngstown Labor Day parade. Sonora was asked to extend thanks to members of the Friends who also participated.
- Karran thanked the individuals who helped display signs for the Library's 75<sup>th</sup> anniversary.

#### Finance Report: Dave Smith (as presented by Peter)

- Revenues and expenditures for the summer were in line with budget and are detailed in the Treasurer's Report. Expenditures exceeded revenue as anticipated.
- The library is well-positioned to cover expenses through October, when the next move of funds is expected.
- Karran asked Sonora to make updates to the posted financial statements to be in line with our reporting guidelines.

#### Correspondence Report: Shawn

- No correspondence was required for the prior month.
- Shawn will send a thank-you letter to the Youngstown Lions Club for the Robert J. Uplinger award.

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

- Sonora shared an update with the Board regarding last week's elevator outage.
- The project to inventory the collection is 78% complete, with a target to complete by end of October. Sonora will also reach out to other Nioga libraries to inquire about their inventory practices. Sonora shared that there was significant decline in the number of issues encountered from the last time inventory was captured but is still an intensive process.
- Sonora shared that the follow-up letter was completed for the Dollar General grant that was used to support the Summer Reading Program.
- Sonora shared that annual support checks were received from NY State and Niagara County, and the budget worksheet completed for next year's submission.
- Sonora shared updates on the 43 programs that were part of the Summer Reading Program, which had over 2,127 attendees across the events. Sonora shared that a record number of reading minutes were logged by participants!
- Shawn suggested that the data shared could be included in a future news article; a recommendation was made to the Communication and Public Relations Committee to take this up.
- Past and future book selections from the three active book clubs were shared.
- Sonora extended thanks to the Trustees on behalf of the staff for the celebratory gifts provided after the Library received the Robert J. Uplinger award from the Youngstown Lions Club in June.
- Sonora thanked Karran for her recent volunteer time.

#### Friends Report: Dave Smith (as presented by Karran)

- Karran shared a request from Maggie to support the upcoming Jubilee Tea (both with providing basket contents and helping during the event).
- Sonora shared that anyone interested in volunteering for the November Book Sale should reach out to Jill Mazur.
- The SWAT mailing event will be held on Wednesday, Oct. 23; volunteers are needed.
- Kim Winning was elected as the new President of the Friends of the Library; Chris Schwartz was elected as the Vice President.

#### Personnel Committee: Peter

• Peter shared that the evaluation process is nearing completion; Sonora and Peter will meet again on Oct. 9.

#### **Special Projects: Nancy**

- Nancy asked to clarify if 'anniversary' or 'birthday' is being used in the publicity for the 75<sup>th</sup>;
   Sonora confirmed that 'anniversary' is most appropriate to use moving forward.
- On Nov. 13th, the Anniversary Celebration will be held in the Cora Gushee Room from 7-9 p.m.
  - $\circ$   $\;$  Volunteers will be needed to help with setup the evening of the event.
  - Peter will work on researching/preparing a historical display; Nancy will prepare a flyer and PR materials prior to the event.
  - Nancy shared information about a proposed contest to design a bookmark. Nancy shared that she communicated with a librarian at Lew-Port who offered to help advertise

the contest to the Lew-Port community. Ideas were shared regarding options for prizes and potential judges. Nancy will produce a flyer to share. Sonora suggested offering the winning bookmarks at the upcoming Book Sale with a volunteer donation jar, if timing permits. Sonora volunteered to produce the bookmarks; Mary will donate prizes. Nancy confirmed all participants will receive a certificate of completion.

- Sonora suggested communicating with local officials to publicize the event and encourage recognition.
- Refreshments will be available at the event.
- The Committee will be meeting again on Oct. 21 at 5 p.m. in the Library.
- Karran asked Nancy to thank the Committee for work performed to date in planning for the celebration.

#### **Old Business:**

- Sonora shared that The Girls Painting and Wallpapering will be painting the foyer of the Library on Oct. 24, 25 and 26. The Library will be closed on those days, and closing early on Oct. 23 to prepare for the painting. Sonora will also attempt to arrange carpet cleaning during the closure period and will share updates with the Board (including if any help is needed to move furniture).
- A motion was made by Shawn and seconded by David Brooks to approve the cost of the painting (approximately \$2100, plus \$400 if additional work is needed). The motion passed.
- A motion was made by Nancy and seconded by Peter to approve Sonora to spend up to \$1000 for carpet cleaning. If the service is to exceed that amount, Sonora will notify Karran. The motion passed.
- A motion was made by Shawn and seconded by Nancy to approve Sonora hiring additional help if needed to support moving furniture, etc. The motion passed.

#### New Business:

- David Brooks shared information (design and pricing) that has been collected for signs for the 75<sup>th</sup> anniversary. The Board agreed on the blue sign design, which David will order.
- Sonora shared that she received a call from WNYLARC to ask if the Youngstown Library can serve as an event space for the fall meeting/advocacy session for legislators. The event will be held on Nov. 22 at 10 a.m., and all Trustees are urged to attend and help advocate for library funding. WNYLARC is offering a webinar on Oct. 17 at 10 a.m. that introduces Trustees to participating in legislative meetings.
- Karran urged Trustees to participate in upcoming Library events, including the Jubilee Tea, the Book Sale, the 75<sup>th</sup> Anniversary Celebration, and the Legislative visit.
- A motion to adjourn the meeting was made at 8:41 p.m. by David Brooks and seconded by Shawn. The motion passed.

The next meeting of the Board will be held on Oct. 28, 2024, at 7 p.m.

Respectfully submitted,

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Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

#### **Youngstown Free Library**

#### **October Treasurer's Report**

#### October 28, 2024

#### 1. Revenues

Total income (revenue) for September was \$8,559.92, including Niagara County's contribution of \$6,954.41 (balance of 2024 contribution), and LLSA of \$1,343.79 (Nioga). Revenues through the end of the third quarter are \$132,808.74, in line with expectations.

#### 2. Expenditures

- Expenses for September were \$15,286.93, including personnel \$8,109.56, \$2,934.02 for materials and services, and \$4,243.35 for operating expenses (largest cost again insurance \$3,320.60).
- Expenses again greatly surpassed revenue, resulting in a net income of -\$6,727.01.
- Expenses through the end of the third quarter were \$120,207.92. They are somewhat higher than anticipated but were difficult to predict due to inflation for the year and should be able to be covered with a good response to the annual Fund Drive.

#### 3. Investments

- Our Morgan Stanley account stands at \$203,496.33. CD's total \$172,650.64, leaving \$30,845.69 in cash for operating expenses. There are two CD's maturing in October 2024 which I will attempt to rollover into new CD's with a 4+ interest rate.. Our Key Bank Account balance is presently \$10,968.49 and will require a draw in early November from MS to cover expenses until the response from the Annual Fund Drive begins to come in.
- Our CFGB balance is \$118,460.96 as of 10/26/2024. This includes \$1,991.00 contributed by CFGB which I had reinvested. I will explain more about this in new business.
- Quarterly returns are as expected, with interest from the preferred savings covering the increased expenses associated with payroll.

#### 4. Summary

- As of the third quarter, we are at a positive net income of \$15,285.35 and should end either with a small positive or zero net income for 2024 (perfection would be a zero balance).
- Anticipating the customary appeal to the Annual Drive and the FOYL contribution, the YFL should be well-positioned to meet 2024 and early 2025 obligations.

Respectfully submitted, David Smith, Treasurer

#### Youngstown Free Library Balance Sheet As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets Checking/Savings	
1000 · Key Bank (First Niagara)	
NYS Legislative Grant Ruby Carey Restricted	20,000.00 750.00
1000 · Key Bank (First Niagara) - Other	-10,925.46
Total 1000 · Key Bank (First Niagara)	9,824.54
Petty Cash	100.00
Total Checking/Savings	9,924.54
Other Current Assets	
Morgan Stanley Morgan Stanley	202 406 22
	203,496.33
Total Morgan Stanley	203,496.33
Total Other Current Assets	203,496.33
Total Current Assets	213,420.87
Fixed Assets Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	95,215.63
Other Assets	
Accum. Depr Equipment Accum. Depr Leasehold Improv	-19,535.00 -48,017.00
Total Other Assets	-67,552.00
TOTAL ASSETS	241,084.50
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Accounts Payable 2000 · Accounts Payable	1,582.72
Total Accounts Pavable	1,582.72
	1,002.72
Other Current Liabilities 24000 · Payroll Liabilities	
24600 · Disability	97.96
Total 24000 · Payroll Liabilities	97.96
Sales Tax Payable	11.72
Total Other Current Liabilities	109.68
Total Current Liabilities	1,692.40
Total Liabilities	1,692.40
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings Net Income	222,201.75 15,285.35
Total Equity	239,392,10
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TOTAL LIABILITIES & EQUITY	241,084.50

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10/08/24

Accrual Basis

#### Youngstown Free Library Profit & Loss September 2024

Ordinary Income/Expense Income Fines /Copier /Fax Gifts Interest - Morgan Stanley	97.65
Fines /Copier /Fax Gifts Interest - Morgan Stanley	97.65
Gifts Interest - Morgan Stanley	97.65
Interest - Morgan Stanley	
	35.36
Morgan Stanley Interest	112.04
Total Interest - Morgan Stanley	112.04
Local Library Service Aid	1,343.79
Miscellaneous	16.67
Niagara County	6,954.41
Total Income	8,559.92
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,171.63
5400 · Ancillary Benefit	384,62
5500 · Social Security & Medicare	548.63
5600 · SUTA/FUTA	4.68
Total 5000 · Personnel	8,109.56
Materials & Services	
Digital Materials	1,845.91
0	
Audio Visual Materials	314.95 412.44
Books	
Subscriptions & Library Mbr Shp	84.00
Book Processing & Supplies	135.47
Copier Leasing & Usage	66.67
Internet/Telephone	74.58
Total Materials & Services	2,934.02
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	97.99
Insurance	3,320.60
Copier Lease & Usage	66.68
Internet/Phone	74.58
Total Operating Expenditures	4,243.35
Total Expense	15,286.93
Net Ordinary Income	-6,727,01
Other Income/Expense	
Other Income	
Change in Fair Market Value	776.39
Total Other Income	776.39
Net Other Income	776.39
et Income	-5,950.62

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10/08/24

Accrual Basis

#### Youngstown Free Library Profit & Loss YTD Comparison September 2024

	Sep 24	Jan - Sep 24
Ordinary Income/Expense Income		
Friends of the Library	0.00	15,500.00
Annual Drive	0.00	5,870.00
Fines /Copier /Fax	97.65	1,111.27
Gifts	35.36	5,241.84
Grant Funds	0.00	23,620.00
Interest - Morgan Stanley Morgan Stanley Interest	112.04	2,826.50
Total Interest - Morgan Stanley	112.04	2,826.50
Local Library Service Aid	1,343.79	1,487.49
Miscellaneous	16.67	197.23
Niagara County	6,954.41	6,954.41
Town of Porter	0.00	70,000.00
Total Income	8,559.92	132,808.74
Expense		
5000 · Personnel	7 474 69	64.536.58
5100 · Salaries (Gross)	7,171.63	, .
5400 · Ancillary Benefit	384.62 548.63	3,644.27 4,937.05
5500 · Social Security & Medicare Continuing Ed & Networking	0.00	32.00
NY State Disability	0.00	21.63
Worker's Compensation	0.00	109.00
Inservice & Memberships	0.00	170.00
5600 · SUTA/FUTA	4.68	1,605.70
Total 5000 · Personnel	8,109.56	75,056.23
Materials & Services		
Digital Materials	1,845.91	7,923.16
Audio Visual Materials	314.95	2,556.38
Books	412.44	5,345.18
Computer Software	0.00	430.03
Subscriptions & Library Mbr Shp	84.00	4,159.44
Book Processing & Supplies	135.47	2,129.05 3,713.71
Programming	0.00 66.67	707.86
Copier Leasing & Usage Postage	0.00	24.61
Internet/Telephone	74.58	420.05
Total Materials & Services	2,934.02	27,409.47
Operating Expenditures		
ALMS Fee	683.50	6,151.50
Office Supplies	97.99	1,589.40
Housekeeping	0.00	34.80
Insurance	3,320.60	4,901.35
Maintenance - Repairs	0.00	400.50
Copier Lease & Usage	66.68	707.93
Postage	0.00	34.85
Internet/Phone	74.58	420.00
Total Operating Expenditures	4,243.35	14,240.33
Capital Expenditures Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	0.00	2,514.66
Bank Fees and Charges	0.00	3.50
Miscellaneous - Other	0.00	818.73

#### Youngstown Free Library Profit & Loss YTD Comparison September 2024

	Sep 24	Jan - Sep 24
Total Miscellaneous Expenditures	0.00	3,336.89
Total Expense	15,286.93	120,207.92
Net Ordinary Income	-6,727.01	12,600.82
Other Income/Expense Other Income Library Space Library Space Expenses	0.00	-76.98
Total Library Space	0.00	-76.98
Change in Fair Market Value Vendor Collection Credit	776.39 0.00	3,510.28 1.23
Total Other Income	776.39	3,434.53
Other Expense Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	776.39	2,684.53
Net Income	-5,950.62	15,285.35

#### Youngstown Free Library Reconciliation of Balance Sheet to Profit Loss September 2024

Total Income Total Expenses Net Income (Loss)		\$ \$ \$	8,559.92 (15,286.93) (6,727.01)
ASSET Summary			
Total Assets as of	9/30/2024	\$ 3	241,084.50
Total Assets as of	8/31/2024	\$ 3	249,109.67
Change in Value of Assets from Last Period		\$	(8,025.17)
Non-Cash Items			
Change in Payroll Liabilities		\$	(37.09)
Change in Accounts Payable Liabilities		\$	1,994.51
Change in Sales Tax Payable		\$	(1.33)
Change in KeyBank Credit Card		\$	118.46
Period Change in FMV		\$	(776.39)
Total Change in Non-Cash Items		\$	1,298.16
Change in Assets +/- Change in Non-Cash I	tems	\$	(6,727.01)

2023 Budget       2024 Budget         \$70,000       \$70,000         \$1,000       \$1,000         \$1,000       \$1,000         \$1,000       \$1,000         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$1,260       \$1,260         \$16,000       \$1,260         \$20       \$10,750         \$28,900       \$22,000         \$28,900       \$22,000         \$11,000       \$10,750         \$143,330       \$10,750         \$143,330       \$10,750         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,330       \$15,4,710         \$143,500       \$5,000         \$4,500       \$5,000	2024	AS OF JUNE 2024 \$70,000 \$0 \$144 \$144 \$15,500 \$15,500 \$15,500 \$15,500 \$2,478 \$2,478 \$5,225 \$5,870	2024 2024 \$70,000 \$1,487\$1,487 \$1,487 \$1,487\$1,487 \$1,487 \$1,487\$1,487 \$1,487 \$1,487\$1,487 \$1,487 \$1,487\$1,487\$1,487 \$1,487\$1,487\$1,487 \$1,487\$1,48	2024	
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RARY SERVICE AID         \$1,260         \$1,260           RARY SERVICE AID         \$10,750         \$15,000         \$22,000           OF THE LIBRARY         \$16,000         \$22,000         \$25,000           OPIER/ FAX         \$2,200         \$1,500         \$5,000           I'         \$27,00         \$1,000         \$5,000           DRIVE         \$21,000         \$11,000         \$10,750           DRIVE         \$28,900         \$29,000         \$29,000           DRIVE         \$11,000         \$13,0750         \$25,000           DRIVE         \$28,000         \$29,000         \$29,000           ANEOUS         \$143,330         \$15,4,710         \$250           UNDS         \$143,330         \$15,4,710         \$20,000           UNDS         \$5,000         \$5,000         \$5,000           UNDS         \$143,330         \$15,4,710         \$2,000           UNDS         \$143,330         \$15,4,710         \$2,000           UNDS         \$10,4333         \$2,000         \$2,000           UNDS         \$143,330         \$15,4,710         \$1,54,710           UNDS         \$10,750         \$1,000         \$1,54,710           NEL         \$1,000 <td>\$144 \$0 \$15,500 \$451 \$341 \$2,156 \$2,156 \$5,375</td> <td>\$144 \$20,000 \$15,500 \$82,478 \$2,478 \$5,225 \$5,870</td> <td>\$1,487 \$20,000 \$15,500 \$1,111 \$2,827 \$5,242 \$5,242</td> <td></td> <td></td>	\$144 \$0 \$15,500 \$451 \$341 \$2,156 \$2,156 \$5,375	\$144 \$20,000 \$15,500 \$82,478 \$2,478 \$5,225 \$5,870	\$1,487 \$20,000 \$15,500 \$1,111 \$2,827 \$5,242 \$5,242		
IVE INITIATIVE         \$0         \$0         \$0           OF THE LIBRARY         \$16,000         \$22,000         \$2,500           OPIER/ FAX         \$2,200         \$1,500         \$2,500           OPIER/ FAX         \$2,200         \$1,500         \$1,500           OPIER/ FAX         \$2,200         \$1,500         \$1,500           OPIER/ FAX         \$2,200         \$1,0,750         \$1,0,750           OPIER/ FAX         \$2,200         \$1,0,750         \$1,0,750           DRIVE         \$23,000         \$1,0,750         \$2,000           ANEOUS         \$11,000         \$10,750         \$2,000           ANEU         \$23,000         \$2,000         \$2,000           ANEU         \$143,330         \$1,000         \$2,000           ANEU         \$143,330         \$1,54,710         \$2,000           ANEL         \$143,330         \$1,54,710         \$2,024           ANEL	\$0 \$15,500 \$451 \$341 \$2,156 \$5,375 \$75	\$20,000 \$15,500 \$821 \$2,478 \$5,225 \$5,870	\$20,000 \$15,500 \$1,111 \$2,827 \$5,242 \$5,870		
OF THE LIBRARY         \$16,000         \$22,000           OPIER/ FAX         \$2,200         \$1,500           T         \$270         \$1,500           F         \$11,000         \$1,500           DRIVE         \$28,900         \$1,000           DRIVE         \$28,900         \$29,000           ANEOUS         \$11,000         \$29,000           ANEOUS         \$11,000         \$29,000           ANEOUS         \$13,330         \$25,000           ANEOUS         \$143,330         \$154,710           VENUE         \$160,710         \$154,710	\$15,500 \$451 \$341 \$2,156 \$5,375	\$15,500 \$821 \$2,478 \$5,225 \$5,870	\$15,500 \$1,111 \$2,827 \$5,242 \$5,870		
OPIER/ FAX         \$2,200         \$1,500         \$1,500         \$1,500         \$1,500         \$1,000         \$1,0750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$10,750         \$5,000         \$5,000         \$5,000         \$5,000         \$2,000	\$451 \$341 \$2,156 \$5,375	\$821 \$2,478 \$5,225 \$5,870	\$1,111 \$2,827 \$5,242 \$5,870		
F         \$270         \$5,000         \$5,000         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$10,750         \$25,000         \$10,750         \$25,000         \$26,072         \$20,23 Budget         \$20,24 Budget         \$20,24 Budget         \$20,24 Budget         \$20,24 Budget         \$20,000         \$20,	\$341 \$2,156 \$5,375	\$2,478 \$5,225 \$5,870	\$2,827 \$5,242 \$5,870		
\$11,000         \$10,750           DRIVE         \$28,900         \$29,000           ANEOUS         \$450         \$250           ANEOUS         \$450         \$250           ANEOUS         \$450         \$250           ANEOUS         \$450         \$250           ANEOUS         \$450         \$2,000           ANEOUS         \$145,000         \$5,000           ANEOUE         \$143,330         \$154,710           ANEUE         \$143,330         \$154,710           ANEL         \$143,500         \$154,710           ANEL         \$144,500         \$17,229           ANG         \$100 <td>\$2,156 \$5,375 ***</td> <td>\$5,225 \$5,870</td> <td>\$5,242 \$5,870</td> <td></td> <td></td>	\$2,156 \$5,375 ***	\$5,225 \$5,870	\$5,242 \$5,870		
DRIVE         \$28,900         \$29,000           ANEOUS         \$450         \$25,000           ANEOUS         \$5,000         \$25,000           UNDS         \$5,000         \$5,000           VCOME         \$0         \$5,000           VCOME         \$0         \$15,000           VCOME         \$0         \$15,000           VCOME         \$0         \$2,000           VCOME         \$13,330         \$15,4,710           VENUE         \$143,330         \$15,4,710           VCOME         \$143,330         \$15,4,710           VENUE         \$143,330         \$15,4,710           VCOME         \$143,330         \$15,4,710           VCOME         \$143,330         \$15,4,710           VCOME         \$143,330         \$15,4,710           VENUE         \$143,330         \$15,4,710           VENUE         \$143,330         \$15,4,710           VENUE         \$100         \$50,363           S(GROSS)         \$86,702         \$90,363           S(GROSS)         \$86,702         \$50,363           S(GROSS)         \$86,702         \$50,363           S(GROSS)         \$86,702         \$5,7229	\$5,375 ^***	\$5,870	\$5,870		
ANEOUS         \$450         \$250           UNDS         \$5,000         \$5,000         \$5,000           UCOME         \$0         \$5,000         \$5,000           UCOME         \$0         \$2,000         \$5,000           UCOME         \$0         \$2,000         \$5,000           UCOME         \$143,330         \$154,710         \$2,000           EVENUE         \$2,023 Budget         2024 Budget         \$2,024 Budget           INEL         \$2,023 Budget         2024 Budget         \$2,020           ECURITY &         \$4,500         \$5,000         \$5,000           ECURITY &         \$4,500         \$5,000         \$7,229           ING EDUCATION &         \$1,000         \$1,000         \$1,000           AK STATE DISABILITY         \$1,000         \$2,550         \$1,000	0				
UNDS         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$5,000         \$154,710         NIL         NIL         2023 Budget         2024 Budget         <	0/4	\$147	\$197		
JCOME         \$0         \$2,000           EVENUE         \$143,330         \$154,710           EVENUE         \$143,330         \$154,710           TURE         \$0.23 Budget         2024 Budget           NEL         2023 Budget         2024 Budget           NEL         2023 Budget         2024 Budget           NEL         \$4,500         \$5,000           EENEFIT         \$4,500         \$5,000           ING EDUCATION &         \$100         \$1,229           NG         \$100         \$100           AK STATE DISABILITY         \$7,000         \$100           AK STATE DISABILITY         \$100         \$100	\$620	\$3,620	\$3,620		
VENUE         \$143,330         \$154,710           TURE         2023 Budget         2024 Budget           NEL         2023 Budget         2024 Budget           NEL         2023 Budget         2024 Budget           S(GROSS)         \$86,702         \$90,363           NEL         \$4,500         \$5,000           SEDURITY &         \$4,500         \$5,000           NG         \$100         \$7,229           NG         \$100         \$100           NG         \$100         \$100           SK STATE DISABILITY         \$7,000         \$2,550		95			
TURE         2023 Budget         2024 Budget           NEL         2023 Budget         2024 Budget           NEL         \$86,702         \$90,363           S(GROSS)         \$86,977         \$5,000           S(CROSS)         \$4,500         \$5,000           S(CROSS)         \$86,977         \$7,229           ING EDUCATION &         \$100         \$100           NG         \$100         \$100           RK STATE DISABILITY         \$7,000         \$2,550	\$94,664	\$123,805	\$132,809		
NEL         \$86,702         \$90,363           S(GROSS)         \$86,702         \$90,363           EENEFIT         \$4,500         \$5,000           EEURITY &         \$4,500         \$5,000           IECURITY &         \$4,500         \$5,000           IECURITY &         \$4,500         \$5,000           IECURITY &         \$4,500         \$5,000           IECURITY &         \$4,500         \$5,000           ING EDUCATION &         \$100         \$1,000           ING         \$100         \$100           AK STATE DISABILITY         \$700         \$2,550					
NEL         se6,702         \$90,363           6(GROSS)         \$86,702         \$90,363           SENEFIT         \$4,500         \$5,000           SECURITY &         \$4,500         \$5,000           RECURITY &         \$4,500         \$5,000           RECURITY &         \$4,500         \$5,000           NG         \$100         \$7,229           ING EDUCATION &         \$100         \$100           NG         \$100         \$100           AK STATE DISABILITY         \$700         \$2,550					
\$ (GROSS)     \$86,702     \$90,363       \$ENEFIT     \$4,500     \$5,000       \$EURITY &     \$4,500     \$5,000       \$ECURITY &     \$1,00     \$1,000       \$NG     \$100     \$100       \$K STATE DISABILITY     \$700     \$2,550					
EENEFIT         \$4,500         \$5,000           FECURITY &         \$4,500         \$5,000           FECURITY &         \$7,229         \$7,229           ING EDUCATION &         \$100         \$1,00           ING EDUCATION &         \$100         \$100           NG         \$100         \$100           AK STATE DISABILITY         \$7,00         \$2,550	\$19,674	\$42,885	\$64,537		
EECURITY & \$6,977 \$7,229 ING EDUCATION & \$100 \$100 NG \$100 \$100 \$100 RK STATE DISABILITY \$700 \$2,550	\$1,144	\$2,490	\$3,644		
NG EDUCATION & \$100 \$100 \$1,423 N.423 N.42					
STATE DISABILITY \$100 \$100 \$700 \$2,550	concité	102,04	100.44		
K STATE DISABILITY \$700 \$2,550	\$0	\$32	\$32		
\$700 \$2,550			-		
4000	\$894	\$1,349	\$1,627		
WORKER'S COMPENSATION \$800 \$850 \$0	\$0	\$109	\$109		
Inservice/Memberships \$0 \$0 \$0	Ş	\$0	\$170		
\$500	\$0	\$0	\$0		
TOTAL PERSONNEL \$100,029 \$106,592 \$23,236	\$23,239		\$75,056		

LIBRARY MATERIALS						
HOOPLA (Digital Materials)	\$5,570	\$6,200	\$2,232	\$4,478	\$7,923	
A/V MATERIALS	\$3,800	\$3,500	\$1,689	\$2,241	\$2,556	
BOOKS	\$6,500	\$6,500	\$2,682	\$4,136	\$5,345	
SOFTWARE	\$300	\$350	\$	\$430	\$430	
Suscriptions/Library Memberships	\$3,000	\$4,000	\$1,517	\$1,542	\$4,159	
BOOK PROCESSING & SUPPLIES	\$1.300	\$1.300	<b>\$</b> 576	\$1.182	\$2.129	
PROGRAMMING	\$2,600	\$2,800	\$68	\$2,926	\$3,714	
PUBLICITY & PROMOTION	\$200	\$150	\$	\$0	\$0	
COPIER LEASE & USAGE	\$840	\$840	\$268	\$508	\$708	
POSTAGE	\$30	\$45	\$25	\$25	\$25	
INTERNET & PHONE	\$280	\$330	-\$34	\$196	\$420	
TOTAL LIBRARY MATERIALS	\$24,420	\$26,015	\$8,998	\$17,665	\$27,409	
OPERATING EXPENDITURE	2023 Budget	2024 budget				
ALMS FEE	\$7,680	\$8,202	\$2,051	\$4,101	\$6,152	
OFFICE SUPPLIES	\$750	\$1,500	\$427	\$1,041	\$1,589	
HOUSEKEEPING	\$70	06\$	\$21	\$35	\$35	
INSURANCE	\$3,800	\$4,500	\$	-\$26	\$4,901	
RENT	\$1	\$1	\$	\$0	<b>\$</b>	
MAINTENANCE (SPACE)	\$580	\$700	\$0	<b>\$</b>	\$401	
COPIER LEASE & USAGE	\$840	\$840	\$268	\$508	\$708	
POSTAGE	\$30	\$45	\$25	\$35	\$35	
INTERNET/PHONE	\$280	\$330	-\$34	\$196	\$420	
EXPENDITURE	\$14,031	\$16,208	\$2,757	\$5,890	\$14,240	
CAPITAL EXPENDITURE						
TECHNOLOGY	\$980	\$1,113	\$165	\$165	\$165	
OTHER - SPACE etc	\$0	\$0	\$	\$0		

TOTAL CAPITAL EXPENDITURES	086\$	\$1,113	\$165	\$165	\$165	
MISCELLANEOUS						
ACCOUNTING & PAYROLL SERVICES:	\$3,400	\$3,562	\$815	\$1,995	\$2,515	
BANK FEES	0\$	0\$		0\$	7\$	
PROFESSIONAL SERVICES - AUDIT etc	Ş	05		<b>\$</b>		
PROFESSIONAL SERVICES - LEGAL etc	\$470	\$470		\$		
MISCELLANEOUS Foundation/Scholarship	Ş	\$750		8	\$819	
TOTAL MISCELLANEOUS	\$3,870	\$4,782	\$815	\$1,995	\$3,337	
TOTAL OPERATING EXPENDITURE	\$143,330	\$154,710	\$12,735	\$25,715	\$45,075	
TOTAL EXPENDITURES (Personnel and Operating						
Expenditures)	\$143,330	\$154,710	\$35,974	\$76,030	\$120,208	
Net Income (Loss)	\$0	\$0	\$59,984	\$47,775	\$12,601	



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

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.

#### Individual Board Member Self-Evaluation

5 4 3 2 1 5 = Exceptional/Often...1 = Poor/Never

1. I understand the mission of the library.

5 4 3 2 1

2. I am knowledgeable about the library hours, staff members' names, and services provided by the library.

5 4 3 2 1

I am a regular library user and visit often (2 or more times per month).

5 4 3 2 1

I take advantage of continuing education opportunities for trustees — workshops and conferences.

5 4 3 2 1

I am actively involved in seeking additional funding for the library.

5 4 3 2 1

I come to meetings prepared having read materials in advance.

5 4 3 2 1

I actively promote the library to people in the community.

5 4 3 2 1



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## I have an awareness of library laws and regulations and minimum standards pertaining to libraries in NYS. I have read the entire NYS Trustee Handbook.

5 4 3 2 1

I attend at least 90% of library board and committee meetings.

5 4 3 2 1

I readily volunteer for service on library committees and/or special events at the library.

5 4 3 2 1

I am familiar with the library's long-range plans and goals.

5 4 3 2 1

I am familiar with the library director's job description.

5 4 3 2 1

I read and understand the library's financial statements and reports.

5 4 3 2 1

I am familiar with the library's policies including personnel and salary and benefits policies.

5 4 3 2 1

I am familiar with the NYS library network.

5 4 3 2 1



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#### I deal with any concerns regarding the library or its staff by going through appropriate channels and never abuse my authority as a trustee.

5 4 3 2 1

I actively engage in discussions at board meetings, I have an open mind on issues and I always vote according to my conscience.

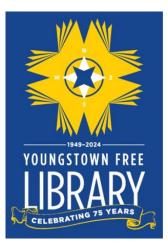
5 4 3 2 1

I always publicly support the majority decisions of the board even if they conflict with my own vote.

5 4 3 2 1

I always follow through on commitments and assignments as a board member.

5 4 3 2 1



Come join us on Nov. 13th

## Youngstown Free Library's

"A Journey of Lifelong Learning"

# 75<sup>th</sup> Anniversary

**Community Celebration** 

Wednesday, November 13, 2024

7:00 to 9:00 PM Formal program begins at 7:30 PM

## Red Brick Building / Cora Gushee Room

Historical displays & fascinating facts
75 years of lifelong learning (1949-2024)
"Design-a-Bookmark Contest" winning entries
Fellowship and enjoyable discussions with friends and neighbors you've yet to meet

