

Regular Board Meeting
Youngstown Free Library Board of Trustees
Agenda
November 25, 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	Karran Swayze
Comments from the Public	

Minutes of Reg. Board October 28, 2024	Mary Clinch
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Reports

President's Remarks	Karran Swayze
Treasurer's Report	David Smith
Correspondence	Shawn D'Luhy
Director's Report	Sonora Miller
Friends Report	David Smith

Old Business

- Committee on Special Projects-- The 75th Anniversary Celebration
 - Update
 - 75th Birthday Celebration
- Budget for 2025

New Business

- Library Director Job Description 2025

Other/Adjournment

- Requests for thank you letters
-

Upcoming Events

- December 3, 2024 6 PM Friends Annual Dinner at the Jug
- December 14, 2024 11-3 Christmas in the Village in the Library and the Gym of the Village Center
- January 14, 2025 6 PM at Ray's Tavern YBPA Membership Meeting
- February 1, 2025 Stone Jug 5K

Next Meeting: January 27, 2025 @ 6:30 pm Annual Meeting of the YFL Association in the Program Room

January 27, 2025 @ 7:00 pm regular meeting of the Board of Trustees

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.



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: OCTOBER 28, 2024

TIME: 7:00 p.m.

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

Absent: None

Call to Order: 7:04 p.m.

Comments from the Public: None

Minutes of the September 2024 Board Meeting

- A motion was made by Mary and seconded by David Brooks to accept the September 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 asked each Trustee to complete an Individual Board Member Self-Evaluation form. Results will be used to inform future information sharing needs between the Director and Board.
- Painting of the Library foyer was completed, and came in at the same amount as had been quoted. Sonora will handle re-hanging and replacing remaining items in the next few days.

Finance Report: Dave Smith

- Revenues through the end of the 3rd quarter were in line with budget expectations. Expenses surpassed revenue and a few higher-than-budgeted costs were identified; this was due to difficulties in forecasting for inflation. Expenses should be possible to cover with a good response to the annual Fund Drive.
- The Library should be well-positioned to meet 2024 and early 2025 obligations.

Correspondence Report: Shawn

- Two thank-you notes were sent in the past month, to the Youngstown Lions Club and to the Friends of the Youngstown Library.

Director’s Report: Sonora

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.

- Sonora shared that two grants were received from Nioga in the past month, which will be used for large-print titles and for additional children's audiobooks. Sonora explained the approach used to make selections.
- Nioga is providing new/upgraded 5G hotspots that the Library will offer for checkout. YFL has one of the higher check-out rates in the area. Sonora is hoping to obtain four hotspots by the end of the year.
- Sonora highlighted remaining available Trustee training classes for the year.
- Shawn commended Sonora for doing an excellent job coordinating Trustee training certificates and communicating available opportunities.

Friends of the Library: Dave Smith

- Dave Smith shared a thank-you from Kim Winning (President of the Friends) for Trustee participation in the Labor Day Parade and the recent Jubilee Tea held on Oct. 4.
- The Library's request for remaining funds for 2024 was approved; Dave Smith asked Shawn to send a thank-you card to the Friends for the contribution.
- Plans for the upcoming Book Sale were shared, including contact information for volunteer coordinators.
- The Friends annual dinner will be held on Dec. 3.
- The Friends plan to participate in several upcoming local events, including Christmas in the Village on Dec. 14.

Personnel Committee: Peter

- Peter shared that the Library Director evaluation for 2024 has been completed. Peter has created a timeline for the process that can be used to guide future evaluation activities.
- Moving forward, the Committee will work towards acceptance of an updated job description for the Director, plus recommended timeframes for performing evaluations in.
- Trustees will receive information describing the old and new job descriptions for review over the winter break, with the expectation to compile feedback in the January 2025 meeting.
- Karran wished to thank Peter and the Committee for the work creating, executing, and compiling information for the evaluation this year.

Special Projects: Nancy

- Nancy shared a draft of the flier prepared for the 75th Anniversary celebration on Nov. 13, 2024, which will be available to hand out at upcoming events. Nancy confirmed information will be sent to the Sentinel to provide communication of the event, as well as to the Buffalo News.
- Nancy shared that entries have already been received for the Design-a-Bookmark content. Nancy will create a certificate for all entrants.
- Nancy shared details of the plans for the event, including coordinators for various tasks and projects (e.g., history table, refreshments, decorations, signs, entertainment, etc.). Nancy confirmed there will be 12 tables at the event, should Board members wish to contribute to the decorations.
- Dave Smith and Karran suggested sending notice of the event to other media outlets, including WBEN-radio and Spectrum.

New Business:

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.

- Dave Smith shared that Sonora received a check in September from the CFGB; the organization indicated this was an annual distribution, and Dave Smith directed them to reinvest this year's distribution. Dave shared that the Board needed to make a recommendation as to how to use similar funds in the future.
- A motion was made by David Brooks and seconded by Peter to have the 2025 funds reinvested, unless the Board decides they need to be used for a specific purpose. The motion passed.
- Sonora shared that a gift of \$300 was received from the Youngstown Presbyterian Church as their mission gift and asked that Shawn send a thank-you note.
- Sonora shared that John Stepien donated \$1000 to be used for children's audiobooks and PlayAways. Dave Smith will work with Maggie to send a thank-you note.
- Sonora shared that the annual Stone Jug 5k race will be held on Feb. 1. Sonora will produce a sponsorship letter that will include the race website; sponsors will send funds directly to the Library this year (vs. to the race directors). There will be multiple race events, including a shorter walk and a children's race. The Board will need to discuss staffing for the cheering table and post-race bake sale at the Jug, and needs to reach out to the Fort to request support for the start of the race.
- Karran shared that the Annual Board Meeting will be held in January prior to the regular monthly Board Meeting. Karran asked officers to consider their current roles and willingness to continue serving in them.
- Sonora reminded the Board of the upcoming Legislative visit on Nov. 22.
- A motion to adjourn the meeting was made at 8:37 p.m. by Nancy and seconded by Dave Smith. The motion passed.

The next meeting of the Board will be held on Nov. 25, 2024, at 7 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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.

Youngstown Free Library

November Treasurer's Report

November 25, 2024

1. Revenues

- Total revenue is \$1,283.07. Of note, there is no revenue in October for the Annual Fund Drive, but two deposits were made in November and will show in November's P & L Statement. Also, The Legislative Initiative was listed under grants but will be moved back to the correct line by end-of-year (\$18,000+ dollars remaining in this fund).

2. Expenditures

- Expenses for October totaled \$12,225.94, as expected, with personnel costs of \$7,884.83, \$2,366.81 for materials and services, and \$2,997.37 for operating expenditures (\$1,791.96 for maintenance includes the painting of the foyer [\$1,750.00]).
- Unless something exceptional happens before end-of-year, we should end the year ABOUT \$7,000 over budget for expenditures, with Digital Loans and personnel costs (the mid-year wage adjustment) making up the predominate portion of the overage.

3. Investments

- Our Morgan Stanley account stood at \$194,200.66 on 10/31//2024. A draw in late November of \$10,000 from MS was requested to cover expenses until the response from the Annual Fund Drive begins to come in.
- Our KEY Bank account stands at \$18,457.90 and will cover expenses through the end of the year and the beginning of 2025 (Or until we receive the \$71,400.00 from TOP).

4. Summary

- 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 October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	
NYS Legislative Grant	20,000.00
Ruby Carey Restricted	750.00
1000 · Key Bank (First Niagara) - Other	<u>-15,190.71</u>
Total 1000 · Key Bank (First Niagara)	5,559.29
Petty Cash	100.00
Total Checking/Savings	<u>5,659.29</u>
Other Current Assets	
Morgan Stanley	
Morgan Stanley	<u>194,200.66</u>
Total Morgan Stanley	194,200.66
Total Other Current Assets	<u>194,200.66</u>
Total Current Assets	<u>199,859.95</u>
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	<u>74,378.44</u>
Total Fixed Assets	95,215.63
Other Assets	
Accum. Depr. - Equipment	-19,535.00
Accum. Depr. - Leasehold Improv	<u>-48,017.00</u>
Total Other Assets	<u>-67,552.00</u>
TOTAL ASSETS	<u>227,523.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,307.63
Total Accounts Payable	<u>1,307.63</u>
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	<u>7.97</u>
Total 24000 · Payroll Liabilities	7.97
Sales Tax Payable	<u>13.13</u>
Total Other Current Liabilities	<u>21.10</u>
Total Current Liabilities	<u>1,328.73</u>
Total Liabilities	1,328.73
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	<u>2,088.10</u>
Total Equity	<u>226,194.85</u>
TOTAL LIABILITIES & EQUITY	<u>227,523.58</u>

Youngstown Free Library
Profit & Loss
 October 2024

	<u>Oct 24</u>
Ordinary Income/Expense	
Income	
Fines /Copier /Fax	66.15
Gifts	506.77
Grant Funds	460.00
Interest - Morgan Stanley	
Morgan Stanley Interest	232.56
Total Interest - Morgan Stanley	232.56
Miscellaneous	17.59
Total Income	1,283.07
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,195.88
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	550.48
5600 · SUTA/FUTA	-246.15
Total 5000 · Personnel	7,884.83
Materials & Services	
Digital Materials	513.74
Books	894.41
Subscriptions & Library Mbr Shp	642.22
Book Processing & Supplies	60.95
Programming	62.42
Copier Leasing & Usage	117.85
Internet/Telephone	75.22
Total Materials & Services	2,366.81
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	294.04
Housekeeping	34.80
Maintenance - Repairs	1,791.96
Copier Lease & Usage	117.85
Internet/Phone	75.22
Total Operating Expenditures	2,997.37
Miscellaneous Expenditures	
Accounting	260.00
Total Miscellaneous Expenditures	260.00
Total Expense	13,509.01
Net Ordinary Income	-12,225.94
Other Income/Expense	
Other Income	
Change in Fair Market Value	471.77
Total Other Income	471.77
Net Other Income	471.77
Net Income	-11,754.17

Youngstown Free Library
Profit & Loss YTD Comparison
 October 2024

	Oct 24	Jan - Oct 24
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	15,500.00
Annual Drive	0.00	5,870.00
Fines /Copier /Fax	66.15	1,177.42
Gifts	506.77	5,748.61
Grant Funds	460.00	24,080.00
Interest - Morgan Stanley		
Morgan Stanley Interest	232.56	3,059.06
Total Interest - Morgan Stanley	232.56	3,059.06
Local Library Service Aid	0.00	1,487.49
Miscellaneous	17.59	214.82
Niagara County	0.00	6,954.41
Town of Porter	0.00	70,000.00
Total Income	1,283.07	134,091.81
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	7,195.88	71,732.46
5400 · Ancillary Benefit	384.62	4,028.89
5500 · Social Security & Medicare	550.48	5,487.53
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	-246.15	1,359.55
Total 5000 · Personnel	7,884.83	82,941.06
Materials & Services		
Digital Materials	513.74	8,240.94
Audio Visual Materials	0.00	3,574.53
Books	894.41	6,297.91
Computer Software	0.00	430.03
Subscriptions & Library Mbr Shp	642.22	4,801.66
Book Processing & Supplies	60.95	2,492.57
Programming	62.42	3,776.13
Copier Leasing & Usage	117.85	825.71
Postage	0.00	24.61
Internet/Telephone	75.22	495.27
Total Materials & Services	2,366.81	30,959.36
Operating Expenditures		
ALMS Fee	683.50	6,835.00
Office Supplies	294.04	1,883.44
Housekeeping	34.80	69.60
Insurance	0.00	4,901.35
Maintenance - Repairs	1,791.96	2,192.46
Copier Lease & Usage	117.85	825.78
Postage	0.00	34.85
Internet/Phone	75.22	495.22
Total Operating Expenditures	2,997.37	17,237.70
Capital Expenditures		
Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	260.00	3,034.66
Bank Fees and Charges	0.00	3.50
Miscellaneous - Other	0.00	818.73

Youngstown Free Library
Profit & Loss YTD Comparison
 October 2024

	<u>Oct 24</u>	<u>Jan - Oct 24</u>
Total Miscellaneous Expenditures	260.00	3,856.89
Total Expense	13,509.01	135,160.01
Net Ordinary Income	-12,225.94	-1,068.20
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	471.77	3,982.05
Vendor Collection Credit	0.00	1.23
Total Other Income	471.77	3,906.30
Other Expense		
Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	471.77	3,156.30
Net Income	-11,754.17	2,088.10

Youngstown Free Library
Reconciliation of Balance Sheet to Profit Loss
October 2024

Total Income	\$ 1,283.07
Total Expenses	<u>\$ (13,509.01)</u>
Net Income (Loss)	<u><u>\$ (12,225.94)</u></u>

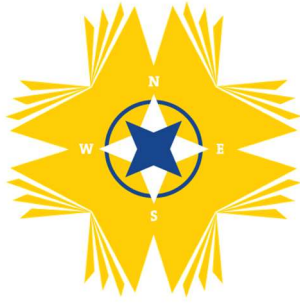
ASSET Summary

Total Assets as of	10/31/2024	\$ 227,523.58
Total Assets as of	9/30/2024	<u>\$ 241,084.50</u>
Change in Value of Assets from Last Period		\$ (13,560.92)

Non-Cash Items

Change in Payroll Liabilities	\$ (36.04)
Change in Accounts Payable Liabilities	\$ 1,844.20
Change in Sales Tax Payable	\$ (1.41)
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (471.77)</u>
Total Change in Non-Cash Items	\$ 1,334.98

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (12,225.94)</u></u>
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Youngstown Free Library

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

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Director's Report

November 2024

COLLECTION

The collection inventory process will be completed before the end of the year. Jaspen has scanned every item, and we are in the final stages of locating or replacing lost items, as well as fixing the last few errors.

At the beginning of November, I heavily weeded the juvenile non-fiction collection, removing over 600 items, or nearly 20% of that collection. Most of these titles were published prior to 2000, making them nearly 25 years old. In addition to their poor physical condition, the information was very dated; both these conditions rendered the materials less popular and less likely to be used. Now the shelves are ready to be stocked with fresh titles!

FUNDRAISING AND GRANTS

In mid-October, the Library was awarded two mini-grants, both from Nioga.

The 2024 Adult Services Mini-grant for \$230 will be used to purchase materials for patrons with vision issues; we will be adding titles to the large print collection.

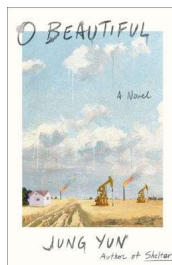
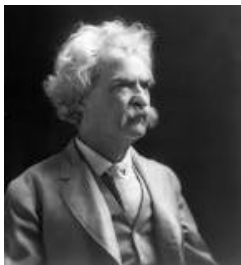
The 2024 Youth Services Mini-grant for \$230 will be used to purchase materials for children and teens with reading issues; we will be adding high-interest titles to the juvenile audiobook collection.

PROGRAMS

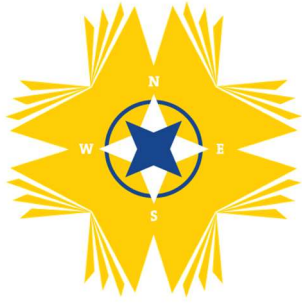
I continue to run storytimes at the local preschool four times per month.

Book clubs have been meeting regularly since my September report. I've been really pleased with the attendance at all three book clubs.

EVENING BOOK CLUB:



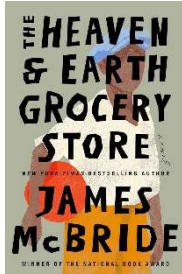
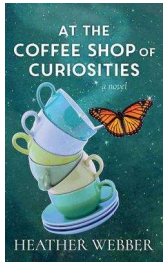
- **Wednesday, October 9th at 7 pm: author study of Mark Twain (follow-up to reading *James* by Percival Everett)**
- **Wednesday, November 6th at 7 pm: *O Beautiful* by Jung Yun**



Youngstown Free Library

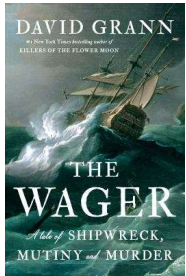
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AFTERNOON BOOK CLUB:



- **Tuesday, October 15th at 1:30 pm: *At the Coffee Shop of Curiosities* by Heather Webber**
- **Tuesday, November 19th at 1:30 pm: *The Heaven and Earth Grocery Store* by James McBride**

NON-FICTION BOOK CLUB:



- **Saturday, October 7th at 1:30 pm: *Prequel: an American fight against Fascism* by Rachel Maddow**

All three clubs have dedicated regular attendees, but we are always looking to add new members!

Did you know the Library provides these items for checkout?

- Internet hotspots (2-week checkout)
- Sun therapy lamps for Seasonal Affective Disorder (6-week checkout)
- Passes to Aquarium of Niagara (1-week checkout)
- Pass to Old Fort Niagara (1-week checkout)
- Empire Passes for all NYS parks (1-week checkout)

TAKE THE INTERNET HOME WITH YOU!



Check out an Internet hotspot to use wherever and whenever you need Internet!

Hotspots are great for:

- avoiding data charges
- expanding Internet access
- camping and traveling

Pick up a hotspot for a 2 week checkout at the Youngstown Free Library

PUBLICITY UPDATES

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

Facebook: 1,558 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 751 followers: <https://www.instagram.com/youngstownfreelibrary>

November newsletter: <https://us11.campaign-archive.com/?u=6dc37c8daa94ccb08fd20fe90&id=4e26a500cc>

Respectfully submitted,

Sonora R. Miller
Library Director

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025
(Presented for approval at November 25, 2024 Board of Trustees meeting)

<u>REVENUE</u>	2024 Budget	2025 Budget	<i>All revenue & expenditure line items assume 36 Library open hours per week for 2025.</i> Notes
TOWN OF PORTER	\$70,000	\$71,400	2% increase in 2025
NIAGARA COUNTY	\$6,950	\$6,950	
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,260	
LEGISLATIVE INITIATIVE	\$0	\$18,000	\$18,000 rolled over from 2024 legislative gift
FRIENDS OF THE LIBRARY	\$22,000	\$20,600	\$4100 rolled over from 2024 FOYL gift
FINES/ COPIER/ FAX	\$1,500	\$1,200	reduction due to going fine-free in July 2024
INTEREST	\$5,000	\$6,500	
GIFTS	\$10,750	\$7,000	
ANNUAL DRIVE	\$29,000	\$29,000	
MISCELLANEOUS	\$250	\$250	
GRANT FUNDS	\$5,000	\$5,500	
OTHER INCOME	\$2,000	\$750	Foundation/Scholarship
TOTAL REVENUE	\$154,710	\$169,410	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025
(Presented for approval at November 25, 2024 Board of Trustees meeting)

<u>EXPENDITURE</u>	2024 Budget	2025 Budget	Notes
PERSONNEL			
SALARIES (GROSS)	\$90,363	\$96,125	total staff FTE 2.13
HEALTH BENEFIT	\$5,000	\$5,250	+\$250 for 2025
SOCIAL SECURITY & MEDICARE	\$7,229	\$7,690	calculated at 8% gross salaries
CONTINUING EDUCATION & NETWORKING	\$100	\$200	YBPA membership, staff continuing ed. workshops, etc.
NEW YORK STATE DISABILITY /SUTA FUTA	\$2,550	\$2,550	calculated at 2.6% gross salaries
WORKER'S COMPENSATION	\$850	\$200	
SALARIES (Christmas bonus)	\$500	\$500	
TOTAL PERSONNEL	\$106,592	\$112,515	
LIBRARY MATERIALS			
HOOPLA (Digital Materials)	\$6,200	\$10,500	
A/V MATERIALS	\$3,500	\$3,500	
BOOKS	\$6,500	\$7,250	
SOFTWARE	\$350	\$450	includes software for patron computers, staff computers, & donation software
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$4,500	all patron periodicals and newspapers
BOOK PROCESSING & SUPPLIES	\$1,300	\$2,000	
PROGRAMMING	\$2,800	\$3,750	
PUBLICITY & PROMOTION	\$150	\$100	
COPIER LEASE & USAGE	\$840	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$45	\$60	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET & PHONE	\$330	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL LIBRARY MATERIALS	\$26,015	\$33,660	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025
(Presented for approval at November 25, 2024 Board of Trustees meeting)

	2024 budget	2025 budget	
OPERATING EXPENDITURE			
ALMS FEE	\$8,202	\$8,479	
OFFICE SUPPLIES	\$1,500	\$2,000	
HOUSEKEEPING	\$90	\$100	
INSURANCE	\$4,500	\$5,030	
RENT	\$1	\$1	
MAINTENANCE (SPACE)	\$700	\$500	
COPIER LEASE & USAGE	\$840	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$45	\$60	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET/PHONE	\$330	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL OPERATING EXPENDITURE	\$16,208	\$17,720	
CAPITAL EXPENDITURE			
TECHNOLOGY	\$1,113	\$1,000	
OTHER - SPACE etc	\$0	\$0	
TOTAL CAPITAL EXPENDITURES	\$1,113	\$1,000	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025
(Presented for approval at November 25, 2024 Board of Trustees meeting)

MISCELLANEOUS			
ACCOUNTING & PAYROLL SERVICES:	\$3,562	\$3,765	Bundled all Financial Services including Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING			\$270 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS			
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.			to include ACH fees of \$3.50 * 26 etc.
990 PREPARATION & DEPRECIATION			400
W-2 PREPARATION			
1099 PREPARATION			\$30 + \$4 per recipient
INVESTMENT & ADVISORY FEES	\$0	\$0	Morgan Stanley & Merrill Lynch fees
PROFESSIONAL SERVICES - AUDIT etc	\$0	\$0	
PROFESSIONAL SERVICES - LEGAL etc	\$470	\$0	
MISCELLANEOUS Foundation/Scholarship	\$750	\$750	Foundation/Scholarship
TOTAL MISCELLANEOUS	\$4,782	\$4,515	
TOTAL OPERATING EXPENDITURE	\$154,710	\$169,410	
TOTAL EXPENDITURES	\$154,710	\$169,410	
Net Income (Loss)	\$0	\$0	



Youngstown Free Library

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YOUNGSTOWN FREE LIBRARY JOB DESCRIPTION (ADOPTED November 2, 2016)

JOB TITLE: Library Director

GENERAL DESCRIPTION: The Librarian for today and tomorrow must be forward looking and understand what is required to provide sustainable services to our community. The Library Director embraces the advent of the digital, virtual library, and is knowledgeable in digital information management skills. In addition, skills in the areas of communication and teamwork, as well as an understanding of the industry in which they operate and compete are important. The Director must be available as a resource to all users, no matter who they are or what digital device they use. It is a job for a team player and a good problem solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with [Nioga](#), the Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

QUALIFICATIONS

Required Knowledge Skills and Responsibilities

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

Knowledge of the Library computer system, personal computer including web search engines, library's website, word processing, database management software, copy and fax machine, and online automation of library services.

Ability to evaluate and use online sources of data, books, entertainment, software, and social communication.

Working knowledge of budgetary and accounting processes.

Personnel Policy

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	11/23/2020
Amended on:	10/25/2021
Amended on:	11/30/22



Youngstown Free Library

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

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, verbally and in writing.

Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

Education, Experience, and Training

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

Essential Functions and Responsibilities

Oversees and directs the Library's operations including public services, technology, administration, staff, and facilities management.

Work with the Library Board of Trustees

Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and long-term plans of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

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Prepares a regular narrative Director’s report and statistical reports for the Library Board of Trustees. Participates in monthly meetings of the Board of Trustees and provides a detailed report of Library operations and developments at each business meeting (6). In January presents an Annual Report to the Community and Board of Trustees regarding the “State of the Library”. The report will be made available to our funding agencies – Town of Porter, Village of Youngstown, Niagara County Legislature.

Provides professional expertise and guidance to the Board of the Trustees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings. Attends other meetings as required.

Library Services

Oversees the maintenance, preservation, and disposal of materials of the Library’s collection, develops policies in relation to the selection and purchase of all Library purchases.

Ensures the delivery of high-quality Library programs and services to the community.

Reviews and evaluates the Library’s services and programs.

Accountable for all activities, programs, and services.

Directs, attends, and participates in a variety of Nioga meetings, workshops, seminars; serves on committees.

Public Relations

Directs a public relations program to promote and publicize the library’s collections, services, and programs.

Speaks before local groups, prepares questionnaires and surveys to evaluate public responses to library services.

Administers the volunteer program.

Works with the Friends of the Library Organization in promoting the library to the community.

Facilities Management

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Interacts with the appropriate Village employees for the maintenance of the Library's building and administers the maintenance of the furnishings and equipment.

Supervision

Hires, trains, supervises, monitors, and evaluates the performance of employees.

Budget and Money Management

Prepares an annual budget with the Treasurer for Library Board approval; controls operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Responsible for managing the budget, making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

Library Policies and Procedures

Assists the Board of Trustees in the development and review of Library policies.

Collects and maintains data regarding the operations, performance, and usage of the library. Reports this information to the Board of Trustees regularly.

Initiates grant requests from state and federal agencies and non-profit foundations. Administers grant funds upon award.

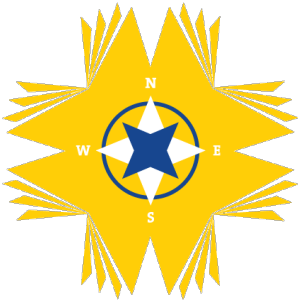
Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

Other

Performs other related duties as assigned.

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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.

Draft of updated JOB TITLE: Library Director 4/21/24 by Sonora Miller

GENERAL DESCRIPTION:

The Librarian for today and tomorrow must be forward-looking and understand what is required to provide sustainable services to our community. The Library Director embraces both physical and digital libraries, and is knowledgeable in both physical and digital information management skills. In addition, skills in the areas of communication, teamwork, as well as an understanding of the library/non-profit industry are important. The Director must be available as a resource to all users no matter who they are, cheerfully problem-solving and information-gathering for patrons' questions. It is a job for a team player and a good problem-solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with Nioga, the Director performs professional and administrative duties in planning, developing, implementing, directing public library services, programming, collections, technology, administrative duties, staff supervision, and facilities management for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

QUALIFICATIONS:

Required Knowledge, Skills, and Responsibilities

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

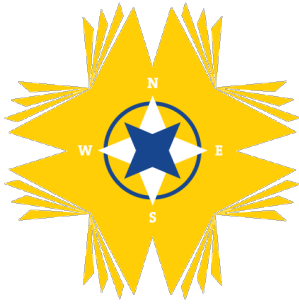
Knowledge of Nioga's circulation and cataloging system, personal tech devices, library's website, word processing, database management software, copy/scan/fax machine, and cloud storage.

Ability to evaluate and use databases and online/offline tools for collection management, administrative work, and reference questions.

Working knowledge of budgetary and accounting processes.

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, both verbally and in writing.



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Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

Education, Experience, and Training

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

Essential Functions and Responsibilities

Oversees and directs the Library's operations including public services, programming, collections, technology, administration, staff, and facilities management.

Work with the Library Board of Trustees

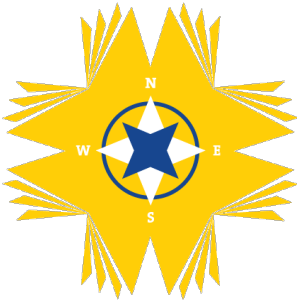
Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and strategic plan of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

Prepares a regular narrative Director's report and statistical reports for the Library Board of Trustees.

Provides professional expertise and guidance to the Board of the Trustees, and serves on selected Board of Trustee committees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings.



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Attends other meetings as required.

Library Services

Oversees the selection, addition, maintenance, preservation, and disposal of materials of the Library's collection, develops policies in relation to the selection and purchase of all Library purchases.

Administers or supervises library activities, programs, and services.

Collects and maintains data regarding the operations, performance, and usage of the library.

Ensure a welcoming atmosphere and high-quality customer service to patrons.

Public Relations & Collaboration

Directs a public relations program to promote and publicize the library's collections, services, and programs.

Maintains or supervises maintenance of the Library's website, social media accounts, and searchable business listings.

Speaks before local groups and represents the Library at local business meetings.

Collaborates with the Friends of the Library organization in promoting the Library to the community.

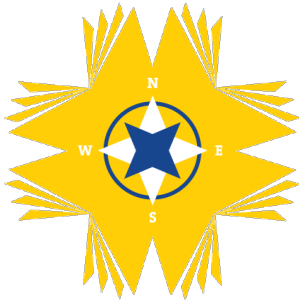
Directs, attends, and participates in a variety of Nioga meetings, workshops, and seminars.

Facilities Management

Interacts with the appropriate Village employees for the maintenance of the Library's building.

Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

Maintains or supervises maintenance of Library utilities, appliances, furnishings, equipment, and technology.



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Supervision

Hires, trains, supervises, monitors, and evaluates the performance of employees.

Coordinates ongoing NYS training requirements for self and staff.

Sets and maintains up-to-date working schedule for employees.

Administers the volunteer program.

Budget and Money Management

Prepares an annual budget with the Treasurer for Library Board approval; manages operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Prepares payroll for accountant, and manages sick and PTO calculations and communication with staff about payroll.

Responsible for making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

Works with grants committee to create and manage grant requests from state and federal agencies and non-profit foundations.

Administers grant funds upon award.

Library Policies and Procedures

Assists the Board of Trustees in the development and review of Library policies.

Develops and trains staff in all procedures.

Other

Performs other related duties as assigned.