

Regular Board Meeting
Youngstown Free Library Board of Trustees
DRAFT Agenda Edited
February 26, 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 Meeting January 22, 2024 Mary Clinch

Reports

Treasurer's Report	David Smith
Correspondence	Shawn D'Luhy
Director's Report	Sonora Miller
Friends Report	Liaison to the Friends

Old Business

- Approval of Board Committee assignments for 2024
 - Personnel—M. Clinch, P. Pfohl, S. D'Luhy, S. Miller
 - Finance—D. Smith, K. Swayze, P. Pfohl, S. Miller
 - Nominating/Membership--- D. Brooks, S. D'Luhy, N. Askins
 - Scholarship—K. Swayze, M. Clinch, C. Summerville, J. Howard
 - Communications and Public Relations—N. Askins, K. Swayze, S. Miller
 - Historical—D. Brooks
- Committee on Special Projects-- The 75th Anniversary Celebration
 - Update
 - Financing

New Business

- Requests for thank you letters

Other/Adjournment

Next Meeting: – 25 March 2024 @ 7:00 pm

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: JANUARY 22, 2024

TIME: 7:30 p.m.

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

Absent: None

Call to Order: 7:47 p.m.

- A motion was made by Nancy and seconded by Dave Smith to elect Karran as President pro tem. The motion passed.

Minutes of the November 2023 Board Meeting:

- Three updates were requested to the November 2023 meeting minutes:
 - Bill Siddall to be added as an attendee.
 - Update the estimated total for the Fall Book Sale to \$4,000.
 - Correct the January Board Meeting date to January 22, 2024.
- A motion was made by Nancy and seconded by David Brooks to accept the November meeting minutes with the amendments included. The motion passed.
 - Mary will apply the updates and change the designation on the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

Finance Report: Dave Smith

- Dave Smith reported that in November, total revenues were \$16,795.18. Expenses were \$11,011.56 (slightly higher than normal but is due to having 3 payroll periods during this time).
- The YFL Foundation account did not perform as well as expected but should rebound in 2024.
- Sufficient funding should be in place to cover expenses through January 2024.
- Dave Smith will make a request to the Board (via email or during the February 2024 meeting) to take specific actions with upcoming funding that should arrive in late January.
- Mary asked Sonora if the Library's Amazon Wish List was kept current; suggested that if time permits, we might refresh it (particularly with items like office supplies where costs have risen).

Correspondence report: Karran

- Karran shared that two cards were received from Library staff for the holiday bonuses given.

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Director's Report: Sonora

- Sonora shared information about the Library's current hours and services performed, including the numerous ongoing programs (book clubs, story hour, craft kits, outreach, etc.). The newly elected Trustees were asked to become familiar with all services (detailed in Sonora's full report for the meeting).
- Sonora shared information about two important grants that were received in 2023 that allowed for provision of new services; these include a grant from Nioga to stock a period product dispenser, and a grant from Erie County for a unit to dispense Narcan (both available in the Library's restroom).
- Karran and Shawn attended a meeting in December where Angelo Morinello, Michael Norris, and Robert Ortt spoke to advocating for library funding at the state level.
- Karran shared related articles that recently appeared in the Buffalo News, Niagara Gazette, and Lewiston-Porter Sentinel around library funding, and encouraged the Board to review them. In addition, Trustees are encouraged to communicate via email or letters to our governor regarding library funding. Our local representatives have pledged support, but budgets were cut last year (and the legislature had to return funding back to the budget). It is hoped that the proposed amounts for 2024 can be increased.
- Sonora shared details of the current selections for the three active book clubs, and let the Board know that there are email lists for the clubs that anyone interested may be added to.
- Nancy asked about the current practices around press releases. Sonora indicated that in the past, she would write a monthly column for the Sentinel and produce frequent online newsletters on behalf of the Library. Board members are welcome to contribute efforts here, as it would be good to re-activate this type of communication and increase the visibility of information about the Library.

Old Business:

- A motion was made by David Brooks and seconded by Dave Smith to accept the recent email vote to approve the budget for 2024. The motion passed. Dave Smith thanked Sonora for her assistance in creating the budget.
- A motion was made by Dave Smith and seconded by Shawn to approve the proposed meeting dates for the Board of Trustees for 2024, and the proposed holiday closure dates for the Library. For the latter, the Board and Sonora agreed to have the Library open from 4:30 – 8:30 p.m. on Monday, April 8 (the date of the solar eclipse).
- The following slate of officers for the Board in 2024 was proposed:
 - Karran Swayze, President
 - David Brooks, Vice President
 - Dave Smith, Treasurer
 - Mary Clinch, Recording Secretary
 - Shawn D'Luh, Corresponding Secretary
 - Dave Smith, Liaison to Friends of the Library Board
- A motion was made by Shawn and seconded by Nancy to approve the slate of officers. The motion passed.

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- Dave Smith indicated some updates were needed to the approved list of check signers from the Board. David Brooks and Shawn will be added as signers; Bill Siddall and Barb Costello will be removed.
- A motion was made by Mary and seconded by Shawn to approve the modifications to the list of check signers. The motion passed. Dave Smith will be responsible for coordinating the updates.

New Business:

- On February 3, 2024, the Ontario House will be sponsoring the 3rd annual 5k race. The local Scouting groups will be helping to support the race, but people may be needed to help coordinate activities at the after-party (such as cookie baking). Karran will find out more and reach out to the Board.
- Committee assignments will be finalized at the February Board Meeting; Karran encouraged all Trustees to learn about the various committees and be prepared to participate.
- Sonora explained the Dropbox and Google Calendar structure that is available to the Board to managing documents and Library appointments; she will be holding a training session in the next week that new Trustees are encouraged to attend.
- Shawn led a discussion around several important upcoming events that the Library needs to do active planning for, including the solar eclipse (for which the Library has obtained a large donation of glasses for) and the Library's 75th anniversary.
 - Shawn agreed to chair a planning committee for the 75th anniversary.
 - Sonora shared that Molly Marietta has offered to update the Library's logo to highlight the event.
 - The Board should think about specific ideas to focus on. Nancy offered to assist, and the Friends are also expected to participate.
- A motion was made by David Brooks and seconded by Dave Smith to adjourn the meeting at 9:09 p.m. The motion passed.

The next meeting of the Board will be held on February 26 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

January Treasurer's Report

January 22, 2024

1. Revenues

- Total revenue in December-\$5,578.43. This includes Annual Drive donations (\$4,050), gifts (\$1,150.62), Morgan Stanley interest (\$266.83), and fines/copier/fax (\$83.20).

2. Expenditures

- Expenses for December total \$18,843.18, including payroll (\$12,001.71), materials and digital services (\$5,555.72), and operating and miscellaneous (\$1,285.75). This is substantially higher than usual due to a large (and long overdue) book purchase and three payroll periods in December rather than the customary two periods.

3. Investments

- Our Morgan Stanley account stands at \$187,159 as of 12/31/2023. After allowing for the transfer of \$67,000 to the CFGB, this results in an increase of \$30,391 since 12/31/2022 (\$223,768.31 at that time).
- Our CFGB account balance is \$104,618.76 as of 1/18/2024 (based on deposits of \$101,000). So far the ROI seems somewhat disappointing to me (especially now that interest rates are around 5%), but hopefully will improve in the coming year.

4. Miscellaneous

- Due to the unforeseen (by me) expense of three payroll periods in December, and the large but VERY necessary book purchase by Sonora, I am recommending the two checks from the Friends be deposited and kept in our Key Bank account until we receive the check from the Town of Porter. At that time, we can then deposit \$10,000 in our Morgan Stanley account until needed.

- **Summary**
 - The Youngstown Free Library should be able to fulfill its financial obligations for 2024 and will be starting 2024 with a surplus of \$10,000 from 2023 and is on a strong financial footing.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library

February Treasurer's Report

February 25, 2024

1. Revenues

- Total revenue in January-\$17,705. This includes Annual Drive donations (\$1,940), gifts (\$62.14), Morgan Stanley interest (\$115.59), and fines/copier/fax (\$52.00). It also includes \$15,500 from the Friends. If not already done, a big thank you to the Friends is in order.
- We received and deposited the \$70,000 check from the Town of Porter mid-February. This check will cover most of our personnel and payroll expenses for 2024 (I anticipate total payroll expenses to be around \$90,000 to \$95,000). A thank you has already been sent.

2. Expenditures

- Expenses for January total \$12,115, including payroll (\$7,519.26), materials and digital services (\$3,355.28), and operating and miscellaneous (\$945.56). ALMs fees will be \$683.50 per month in 2024, about \$65 higher than last year. This is in line with usual expenses.

3. Investments

- Our Morgan Stanley account stands at \$238,160.55, after a transfer of \$50,000 from our Key Bank Account. Our Key Bank Account balance is \$31,798.39 as of 2/24/2024, sufficient for two months' operations.

4. Miscellaneous

- I maintained \$10,000 in our Key Bank account until a better decision for its disposition is made by the board (75th celebration, etc.).

5. Summary

- It's going to be a good year.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	18,207.70
Petty Cash	100.00
Total Checking/Savings	18,307.70
Other Current Assets	
FICA Receivable	178.74
Morgan Stanley	
Morgan Stanley	187,786.41
Total Morgan Stanley	187,786.41
Total Other Current Assets	187,965.15
Total Current Assets	206,272.85
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	95,215.63
Other Assets	
Accum. Depr. - Equipment	-19,448.00
Accum. Depr. - Leasehold Improv	-44,650.00
Total Other Assets	-64,098.00
TOTAL ASSETS	237,390.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,567.73
Total Accounts Payable	3,567.73
Credit Cards	
KeyBank Mastercard	-70.82
Total Credit Cards	-70.82
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	35.41
Total 24000 · Payroll Liabilities	35.41
Sales Tax Payable	20.22
Total Other Current Liabilities	55.63
Total Current Liabilities	3,552.54
Total Liabilities	3,552.54
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	225,837.68
Net Income	6,095.26
Total Equity	233,837.94
TOTAL LIABILITIES & EQUITY	237,390.48

Youngstown Free Library
Profit & Loss YTD Comparison
January 2024

	Jan 24	Jan 24
Ordinary Income/Expense		
Income		
Friends of the Library	15,500.00	15,500.00
Annual Drive	1,940.00	1,940.00
Fines /Copier /Fax	52.00	52.00
Gifts	62.14	62.14
Interest - Morgan Stanley		
Morgan Stanley Interest	115.59	115.59
Total Interest - Morgan Stanley	115.59	115.59
Miscellaneous	35.18	35.18
Total Income	17,704.91	17,704.91
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	6,358.94	6,358.94
5400 · Ancillary Benefit	375.00	375.00
5500 · Social Security & Medicare	486.44	486.44
5600 · SUTA/FUTA	298.88	298.88
Total 5000 · Personnel	7,519.26	7,519.26
Materials & Services		
Digital Materials	29.24	29.24
Audio Visual Materials	768.83	768.83
Books	1,048.21	1,048.21
Subscriptions & Library Mbr Shp	1,309.99	1,309.99
Book Processing & Supplies	52.03	52.03
Copier Leasing & Usage	66.67	66.67
Internet/Telephone	80.31	80.31
Total Materials & Services	3,355.28	3,355.28
Operating Expenditures		
ALMS Fee	683.50	683.50
Office Supplies	108.12	108.12
Housekeeping	6.96	6.96
Copier Lease & Usage	66.68	66.68
Internet/Phone	80.30	80.30
Total Operating Expenditures	945.56	945.56
Miscellaneous Expenditures		
Accounting	294.66	294.66
Total Miscellaneous Expenditures	294.66	294.66
Total Expense	12,114.76	12,114.76
Net Ordinary Income	5,590.15	5,590.15
Other Income/Expense		
Other Income		
Library Space		
Library Space Expenses	-6.16	-6.16
Total Library Space	-6.16	-6.16
Change in Fair Market Value	511.27	511.27
Total Other Income	505.11	505.11
Net Other Income	505.11	505.11
Net Income	6,095.26	6,095.26

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

Total Income	\$ 17,704.91
Total Expenses	\$ (12,120.92)
Net Income (Loss)	<u>\$ 5,583.99</u>

ASSET Summary

Total Assets as of	1/31/2024	\$ 237,390.48
Total Assets as of	12/31/2023	<u>\$ 229,722.57</u>
Change in Value of Assets from Last Period		\$ 7,667.91

Non-Cash Items

Change in Payroll Liabilities	\$ (35.41)
Change in Accounts Payable Liabilities	\$ (1,605.24)
Change in Sales Tax Payable	\$ (2.82)
Change in KeyBank Credit Card	\$ 70.82
Period Change in FMV	<u>\$ (511.27)</u>
Total Change in Non-Cash Items	\$ (2,083.92)

Change in Assets +/- Change in Non-Cash Items	<u>\$ 5,583.99</u>
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February 2024 Friends

Liaison Report

The Friends Board met 2/21/2024. There were several items on the agenda, most notably the election of new officers and discussion of participation in the upcoming St. Patrick's Day Parade, the Chili Cookoff, and the 75th anniversary celebration.

- The list of new officers will be provided once it is provided to me as I am still unfamiliar with all who attended, but Maggie Steyn is Treasurer (of course) and Devon Tower is Recording Secretary.
- I have attached a copy of the Treasurer's and Director's Reports.
- The friends approved an initial donation of \$1500.00 towards YFL's 75th (Diamond) Anniversary Celebration. Maggie Steyn thought including Diamond gives more "pop" to the wording for some of the events but does not necessarily need to be used all the time.
- The Chili Cookoff was very successful, especially as the 50/50 winner (Maggie) donated her winnings back. They raised over \$1300.00 thanks to the hard work of the committee and Bandanas.
- The Summer Street date was announced (6/20/2024).
- The Membership Mailind Drive Meeting (SWAT) will be held on a Tuesday in mid-March. Jill Mazur will be in charge of it and will soon be sending an email for help.
- The St. Patrick's Day Parade is March 16th, starting at noon. Lineup begins at 11:30AM. Marchers are welcome.
- The Friends discussed "Deserting" Desert and Wine in the Stacks in lieu of a Victorian Style Diamond Jubilee Tea held at the Presbyterian Church Hall. It will be sponsored in conjunction with the Lewiston Service Guild. They anticipate raising approximately \$2500-\$3000.
- They approved working with David Brooks to sell old books through their account but expressed "doubts/concerns" about profitability.
- Book Sale will be May 2nd through May 7th. Chryl Milicia (new member) will be lining up people to make "help" phone calls.
- Next meeting is March 20th.