

Regular Board Meeting
Youngstown Free Library Board of Trustees
Agenda May 20, 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 April 22, 2024	Mary Clinch
Reports: President's Remarks	Karran Swayze
Treasurer's Report	David Smith
Correspondence	Shawn D'Luhy
Director's Report	Sonora Miller
Friends Report	David Smith
Personnel Committee Chair report	Peter Pfohl
Communications & Public Relations	Nancy Askins

Old Business

- Committee on Special Projects-- The 75th Anniversary Celebration
 - Update
- Finance report on the Legislative Initiative Grant

New Business

- Requests for thank you letters

Other/Adjournment

Upcoming Events

- **NIOGA Board of Trustees Dinner Meeting—Thursday, May 23, 2024 at 5:30pm
Wurlitzer Building Event Center**
- **June 20, Youngstown Village Start of the Summer Street Dance 6pm**
- **July 4th Village Parade ????**
- **July 20th Town of Porter Summer at Porter on the Lake 3pm to 5pm children's Make and Play time**

Next Meeting: June 24, 2024 @ 7:00 pm in the Programming Room

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: APRIL 22, 2024

TIME: 7:00 p.m.

Present: Karran Swayze, Mary Clinch, Dave Smith, Shawn D’Luhy, Peter Pfohl, Director Sonora Miller

Absent: David Brooks, Dr. Nancy Askins (both excused)

Call to Order: 7:05 p.m.

Comments from the Public: None

Minutes of the March 2024 Board Meeting

- A motion was made by Mary and seconded by Peter to accept the March 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 she was pleased to see the Library’s Mission Statement now appearing at the top of important reports and documents.
- Karran thanked Library staff, Trustees, and others that worked to plan and execute the events around last month’s solar eclipse.
- Karran recommended the Board review a recent Niagara Gazette article (available in Dropbox) that described an incident related to the state’s Open Meetings Law, and reminded the Trustees that the Board’s meetings are required to abide by the same guidelines.
- Karran thanked Sonora for the latest communications (both on the Library’s website and via social media) that were created for recent events, including National Library Week.

Finance Report: Dave Smith

- Dave Smith reported that the \$20,000 grant from New York State (via help from Angelo Morinello) was received. Dave would like to add this amount as a separate line item to the budget to allow closer visibility to how it will be used. Dave asked all Trustees to share ideas for how to use the funds in the coming year. Sonora noted that she has ideas provided by the Library staff to share. The Finance Committee will compile ideas and present recommendations at a future meeting.
- This month’s Finance Report also includes an updated on the quarterly financial position; we are well-positioned to cover major budgeted expenses for the remainder of the year. Dave noted

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that expenses for Hoopla and office supplies may end up higher than budgeted but should be able to be covered.

- A motion was made by Dave Smith and seconded by Shawn to create a separate line item in the budget for the \$20,000 grant monies to allow for closer monitoring of the spend. The motion passed.
- Sonora confirmed for Dave that the Ruby Carey Scholarship monies have been transferred and are visible in the account.

Correspondence Report: Shawn

- Letters will be sent to the following individuals/groups in the month of April, as a thank you for their time and contributions to the Library: the Youngstown Lions Club, Youngstown Boy Scouts Troop 829, Youngstown Girl Scouts Troop 71482, Greg Quarantillo and the Youngstown DPW, Amy Beaudreau and the Youngstown Clerk's Office, Kim Winning and Christine Schwartz (and their husbands) and the Friends of the Youngstown Free Library, Lois Kaminski, Nadine Tidwell, Maddie and Victoria, the Youngstown Board and Mayor, Youngstown Police Department, and Assemblyman Morinello.
- Sonora noted that a donation of \$500 has been received from the Youngstown Lions Club that will be used to continue the purchase of audio and digital materials for children.

Director's Report: Sonora

- Three book club meetings were held in the past month; two of the groups read "On Censorship" by James LaRue and had excellent discussions afterward.
- Sonora gave a presentation at the Lewiston Senior Center and shared information about different and potentially unexpected materials and services that the Library provides.
- Sonora applied for a Banned Books Week grant which, if awarded, could be used to fund an author presentation.
- Sonora is working to move books for the upcoming Book Sale.
- Sonora gave an update on staffing to the Board, including the status of hiring for the current open clerk's position.
- The Nioga Library System's annual dinner will be held on May 23 at the Wurlitzer in North Tonawanda.
- Inventory work will pick up again during the summer when the page has more availability to assist.

Friends Report: Dave Smith

- The most recent meeting of the Friends of the Youngstown Library was held on March 19.
- Volunteers are needed to help with transportation for the upcoming Book Sale, to bring unsold books to the Book Corner after the sale.
- On May 10, Maureen Gambino will be singing at the Ontario House. Donations to the Library will be collected.
- Several other events are under discussion, including the upcoming Better Off Read event at Artpark, a Bandana's fundraiser, and more.
- The Youngstown Street Dance will be coming in June, and the Town of Porter Summerfest in July. The Board will consider activities to plan for each event, that support the Summer Reading Program's theme of adventure/travel.

Personnel Committee: Peter

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- Peter has reviewed sample forms and processes that can help us prepare our own evaluation form for the Library Director. He shared recommendations for the Personnel Committee to review and provide feedback on prior to the May Board meeting.
- Karran asked that the Personnel Committee meet prior to the May Board meeting to allow time for focused review of the process (including the original job description and recommendations). The Committee also needs to review changes to the job description proposed by Sonora.

Committee on Special Projects: Shawn

- Shawn shared the current list of activities and events proposed for the Library's 75th Anniversary Celebration and asked the Board for feedback to help streamline the list. The Board aligned on a few ideas, which Shawn and others will move forward with.
- Dave asked about the possibility of reaching out to former winners of the Ruby Carey Scholarship to participate in an upcoming activity.

Old Business:

- Karran noted that Lewiston-Porter will hold its scholarship awards event on June 6. Karran noted that the deadline for applications for the Ruby Carey Scholarship is April 26.
 - Mary raised the need to amend the March minutes to state that Karran is also a member of the Personnel Committee. Peter, Mary, Shawn, Karran, and Sonora serve on the Personnel Committee.
- A motion was made by Mary and seconded by Shawn to make the correction to the March meeting minutes. The motion passed.

New Business:

- Dave Smith shared information about recent and upcoming local recycling and shredding events and asked the Board to consider having the Library promote these events (instead of hosting our own this year). Sonora will update the website to reflect information that is currently shared on a flyer in the Library (indicating where various materials can be taken for recycling).
 - Dave Smith has made the acquaintance of a Lewiston-based author who inquired about the possibility of holding a future reading. Dave will share information with him about the upcoming Better Off Read Book Festival that will be held at Artpark later this year.
- A motion to adjourn the meeting was made at 8:52 p.m. by Shawn and 2nd by Dave Smith. The motion passed.

The next meeting of the Board will be held on May 20 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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Youngstown Free Library

May Treasurer's Report

May 20th, 2024

1. Revenues

- Total income (revenue) was \$21,4912.98, including the \$20,000 NYS Legislative Initiative. Gifts totaled \$778.20, Annual drive was \$295.00, interest from Morgan Stanley, \$243.54 (important later on), fines/copier/fax \$157.65.

2. Expenditures

- Expenses for April were much in line (totaling \$10,723.84), with no surprises, unexpected expenses.

3. Investments

- Our Morgan Stanley account stands at \$239,891.10 as of April 30th.. Our Key Bank Account balance is \$25,006.25, sufficient for the rest of May and a portion of June expenses. A transfer of funds mid-June will be required to cover expenses in June and July (I usually transfer \$20,000).
- CFGB Account stands at \$111,624 as of 5/17/2024.

4. Summary

- The Youngstown Free Library should be well-placed to meet obligations for 2024.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Balance Sheet
 As of April 30, 2024

	<u>Apr 30, 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>8,750.34</u>
Total 1000 · Key Bank (First Niagara)	29,500.34
Petty Cash	<u>100.00</u>
Total Checking/Savings	29,600.34
Other Current Assets	
Morgan Stanley	
Morgan Stanley	<u>239,891.10</u>
Total Morgan Stanley	239,891.10
Total Other Current Assets	<u>239,891.10</u>
Total Current Assets	269,491.44
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	-67,552.00
TOTAL ASSETS	<u>297,155.07</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>2,124.42</u>
Total Accounts Payable	2,124.42
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	<u>34.62</u>
Total 24000 · Payroll Liabilities	34.62
Sales Tax Payable	<u>3.58</u>
Total Other Current Liabilities	38.20
Total Current Liabilities	<u>2,162.62</u>
Total Liabilities	2,162.62
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	<u>70,885.70</u>
Total Equity	294,992.45
TOTAL LIABILITIES & EQUITY	<u>297,155.07</u>

Youngstown Free Library
Profit & Loss
 April 2024

	<u>Apr 24</u>
Ordinary Income/Expense	
Income	
Annual Drive	295.00
Fines /Copier /Fax	157.65
Gifts	778.20
Grant Funds	20,000.00
Interest - Morgan Stanley	
Morgan Stanley Interest	243.54
Total Interest - Morgan Stanley	243.54
Miscellaneous	17.59
Total Income	21,491.98
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	6,518.00
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	498.62
Worker's Compensation	109.00
Inservice & Memberships	20.00
5600 · SUTA/FUTA	131.73
Total 5000 · Personnel	7,661.97
Materials & Services	
Digital Materials	562.15
Audio Visual Materials	165.94
Books	378.27
Book Processing & Supplies	93.60
Programming	500.24
Copier Leasing & Usage	66.67
Internet/Telephone	77.51
Total Materials & Services	1,844.38
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	159.10
Housekeeping	6.96
Insurance	-26.25
Copier Lease & Usage	66.68
Internet/Phone	77.50
Total Operating Expenditures	967.49
Miscellaneous Expenditures	
Accounting	260.00
Total Miscellaneous Expenditures	260.00
Total Expense	10,733.84
Net Ordinary Income	10,758.14
Other Income/Expense	
Other Income	
Change in Fair Market Value	777.43
Total Other Income	777.43
Net Other Income	777.43
Net Income	<u>11,535.57</u>

Youngstown Free Library
Profit & Loss YTD Comparison
 April 2024

	Apr 24	Jan - Apr 24
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	15,599.01
Annual Drive	295.00	5,670.00
Fines /Copier /Fax	157.65	608.28
Gifts	778.20	2,834.93
Grant Funds	20,000.00	20,620.00
Interest - Morgan Stanley		
Morgan Stanley Interest	243.54	584.73
Total Interest - Morgan Stanley	243.54	584.73
Local Library Service Aid	0.00	143.70
Miscellaneous	17.59	95.37
Town of Porter	0.00	70,000.00
Total Income	21,491.98	116,156.02
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	6,518.00	26,191.82
5400 · Ancillary Benefit	384.62	1,528.86
5500 · Social Security & Medicare	498.62	2,003.66
NY State Disability	0.00	21.63
Worker's Compensation	109.00	109.00
Inservice & Memberships	20.00	20.00
5600 · SUTA/FUTA	131.73	1,025.70
Total 5000 · Personnel	7,661.97	30,900.67
Materials & Services		
Digital Materials	562.15	2,793.65
Audio Visual Materials	165.94	1,855.27
Books	378.27	3,238.13
Computer Software	0.00	124.26
Subscriptions & Library Mbr Shp	0.00	1,516.99
Book Processing & Supplies	93.60	1,001.52
Programming	500.24	568.14
Copier Leasing & Usage	66.67	334.64
Internet/Telephone	77.51	43.60
Total Materials & Services	1,844.38	11,476.20
Operating Expenditures		
ALMS Fee	683.50	2,734.00
Office Supplies	159.10	586.04
Housekeeping	6.96	27.84
Insurance	-26.25	-26.25
Copier Lease & Usage	66.68	334.67
Postage	0.00	25.00
Internet/Phone	77.50	43.56
Total Operating Expenditures	967.49	3,724.86
Capital Expenditures		
Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	260.00	1,074.66
Total Miscellaneous Expenditures	260.00	1,074.66
Total Expense	10,733.84	47,341.39
Net Ordinary Income	10,758.14	68,814.63
Other Income/Expense		

Youngstown Free Library
Profit & Loss YTD Comparison
April 2024

	<u>Apr 24</u>	<u>Jan - Apr 24</u>
Other Income		
Library Space		
Library Space Expenses	0.00	-76.98
Total Library Space	0.00	-76.98
Change in Fair Market Value	777.43	2,146.82
Vendor Collection Credit	0.00	1.23
Total Other Income	<u>777.43</u>	<u>2,071.07</u>
Net Other Income	<u>777.43</u>	<u>2,071.07</u>
Net Income	<u><u>11,535.57</u></u>	<u><u>70,885.70</u></u>

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

Total Income	\$ 21,491.98
Total Expenses	\$ (10,733.84)
Net Income (Loss)	<u>\$ 10,758.14</u>

ASSET Summary

Total Assets as of	4/30/2024	\$ 297,155.07
Total Assets as of	3/31/2024	\$ 285,850.81
Change in Value of Assets from Last Period		<u>\$ 11,304.26</u>

Non-Cash Items

Change in Payroll Liabilities	\$ (34.62)
Change in Accounts Payable Liabilities	\$ 143.08
Change in Sales Tax Payable	\$ (1.41)
Change in KeyBank Credit Card	\$ 124.26
Period Change in FMV	<u>\$ (777.43)</u>
Total Change in Non-Cash Items	\$ (546.12)

Change in Assets +/- Change in Non-Cash Items	<u>\$ 10,758.14</u>
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Youngstown Free Library

Finance Committee Report

May 20th, 2024

The Finance Committee met May 15th, 2024, to discuss several items related to receiving the NYS Legislative Initiative Grant. Prior to the meeting I asked each member of the YFL Board to provide me with a list of items they would like to be financed with this grant. With these responses, the Finance Committee came up with a list of items to finance with the funds.

Before going over the list, I eliminated some of the suggestions for a couple of reasons.

1. Items that GENERATED revenue (such as fines) were removed. The finance Committee recommends that YFL become a fine-free library and I move to vote on this at tonight's meeting.
2. I removed items that were not a one-time disbursement as it would be difficult to track the spending and when the grant money runs out (payroll, digital loan services other than purchasing specific Hoopla licenses).
3. There were several items that could be funded by money left over from 2023's budget. These could include: repainting book carts, new cushions for the chairs, refrigerator magnets, repainting the library and foyer. We can safely reserve \$5,000 from 2023 funds for these items.

The list of items compiled from the lists to be considered for funding (or until the funds run out):

1. New Windows 11 compatible computers. We believe allotting \$5,000 for a 2025 purchase is necessary.

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2. A two-camera hard wired security camera with hard drive recorder (a camera in the vestibule for the entrance and one over the register/desk) to provide some added security for staff. It would have to be a limited hard-wired system as the cost to run new wiring would be prohibitive and wireless impossible due to building issues.
3. Clean/repair/stretch/replace carpets.
4. Set up contracts with outside contractors for help with programming for Children's Summer Reading programs and other programming needs.
5. Continue commitment to enhanced digital loaning services through Hoopla by purchasing an increased number of exclusive licenses.

The Finance Committee proposes these items be accepted by the Board and that there is a vote at the June meeting to approve the list and initiate some of the work for this summer.

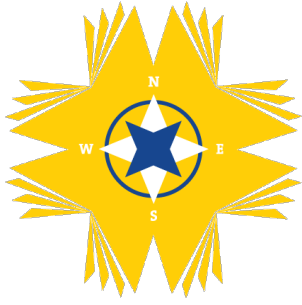
Finally, one of the popular suggestions was to provide all staff with a pay rate increase of \$1.00/hour. As mentioned earlier, this would represent a continued disbursement of funds from the grant money and may not be the best use of funds. I reviewed the situation and can suggest an alternative method of funding pay rate increases. At present the YFL is earning \$7,500+ in annual interest from our Morgan Stanley account (combination of CD's and money market funds). We could utilize some of this money to pay for increases for the near future. The question becomes: do we continue to squirrel away money for the possibility of one day in the future buying/building a new library or do we use some of this money to provide the best possible service to our patrons and improving the

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morale of the staff? The Finance Committee recommends we provide a \$1.00/hour rate increase for all staff, including the Director, effective June 1st. I move the board votes on this at tonight's meeting.

Thank you all for your input and thanks to the Finance Committee for their work on this VERY important matter.

Respectfully submitted,
David Smith, Chair of the Finance Committee



Youngstown Free Library

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www.youngstownfreelibrary.org

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Director's Report

May 2024

BUILDING

Steve's Heating and Cooling will be performing annual service to the Library's three A/C minisplit units.

COLLECTION

In advance of the Friends of the Library Spring Book Sale in early May, I withdrew 447 books from the Library's collection. I follow the MUSTIE (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere) and CREW (continuous review, evaluation, and weeding) methods of collection maintenance. This withdrawal is required in order to make room for new books that have been added to the collection!

At the meeting, I am happy to provide more details on professionally managing the Library's collection.

FUNDRAISING AND GRANTS

After completing and submitting the grant application for the Dollar General Literacy Foundation on February 15, I heard on May 16 that the Youngstown Free Library was awarded this grant for \$1,500 for the 2024 summer reading season. These grants are a lot of work, and if the board is interested in reading the grant application I submitted, all submitted grants are available in the board's Dropbox folder for grants.

In addition, Niagara County and Legislator Irene Myers, generously awarded the Library \$1,500 to help fund the 2024 summer reading season.

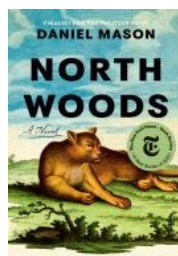
PROGRAMS

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

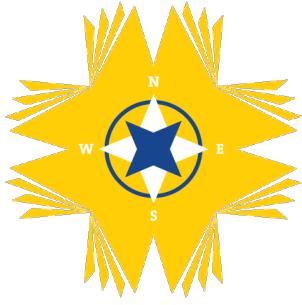
EVENING BOOK CLUB:



Wednesday, April 10th at 7 pm: *On Censorship* by James LaRue



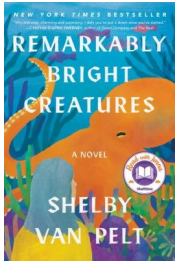
Wednesday, May 8th at 7 pm: *North Woods* by Daniel Mason



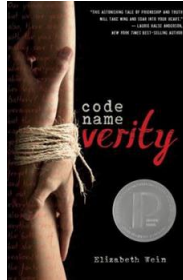
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AFTERNOON BOOK CLUB:



Tuesday, April 16th at 1:30 pm: *Remarkably Bright Creatures* by Shelby Van Pelt



Tuesday, May 21st at 1:30 pm: *Code Name Verity* by Elizabeth Wein

NON-FICTION BOOK CLUB:



Tuesday, April 2nd at 1:30 pm: *On Censorship* by James LaRue

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

I also continue to conduct storytimes four times per month at The Children's House, the local Montessori preschool in Youngstown.

PUBLICITY UPDATES

I created and released a library newsletter in honor of National Library Week in April. This was sent to 591 people who have signed up for the newsletter. All back newsletters can be enjoyed here: <https://youngstownfreelibrary.org/newsletter.html>

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

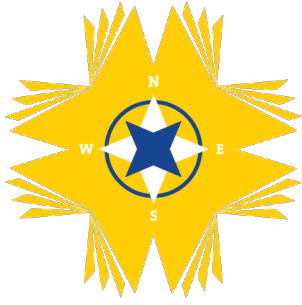
Facebook: 1,498 followers: <https://www.facebook.com/youngstownfreelibrary/>
Instagram: 726 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

On behalf of all the staff, I want to thank the Board of Trustees for their generosity in honor of National Library Week in April.

VOLUNTEERS

In early April, the Library welcomed a young patron seeking to earn a scouting badge by volunteering at the Library. Under the supervision of Library Clerk Mike and myself, E. was able to have six hours of one-on-one time learning to conduct catalog searches, find books,



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evaluate information, and assist staff with library tasks. This is one of the ways that the Library connects with its local organizations to serve the community in the long run.

Thank you to Trustee Dave Smith for stepping forward to volunteer on Friday mornings. I appreciate his help pulling books from the shelves that have been requested by patrons. There is still an opening on Tuesday mornings for this same task.

Respectfully submitted,

Sonora R. Miller
Library Director

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May 2024 Friends

Liaison Report

The Friends Board met 5/15/2024. Many topics were discussed, including Book Sale and the night at the Jug, were covered. Plans for future events were also updated and discussed.

- Book sales were announced. The book sale brought in \$4,500+ (a new record). Additionally, proceeds from Music Night at the Jug were greater than anticipated (\$620+).
- FOYL membership numbers were discussed. The FOYL require 200 members to attain reduced costs for bulk mailings. They are close to that number so they requested everyone encourage acquaintances to join FOYL for the value they will receive from being members (early book sale, other special events, etc.).
- The proposed Garage Sale Event was tabled at this time.
- Sonora presented her Director's Report and requested \$1,500 for either the Summer Children's Programs or if the Dollar General grant (it was) was approved, Hoopla services. After further explaining what Hoopla is, her request was unanimously approved.
- I presented the YFL Liaison Report. When discussing the YFL Board meeting, the subject of the 75th Anniversary Event being linked to November's Book Sale. Board members and Sonora were concerned with having an event after the close of Friday's sales due to exhaustion and that the library would normally be closed at that time. An alternative was to have the event on Wednesday evening when the library is open and there would be staff available.
- A reminder the June FOYL Newsletter will soon be sent to the presses. Articles and contributions are welcome.
- The Service Guild Tea Party will be holding a meeting at the Jug May 29th at noon. Volunteers encouraged to attend.
- Bandanas will be sponsoring the annual "Bandanas for Books" event June 13th. A portion of the proceeds (not profits) will be donated.
- The FOYL will be providing water/freezie pops at the Summer Street Dance, in June. Sonora will setup the YFL sandwich board with information about YFL,.
- The meeting adjourned at 8:01PM. Next meeting is June 19th.

Youngstown Free Library

Board of Trustees: Communications & Public Relations Committee

Meeting Minutes – Saturday, May 18, 2024

11:45 AM to 1:30 PM

Full Committee in Attendance:

Dr. Nancy P. Askins, Chair

Karran Swayze, Board President

Sonora Miller, Librarian

A. Overall Goals of the Communications & Public Relations Committee:

1. Support the mission of the Youngstown Free Library through publication of happenings from time to time, informing the public and key stakeholders of library activities.
2. Arrange better allocation of tasks to free-up librarian's time for conducting major operational duties in the library.

B. Potential Actions to Address/Achieve Goals by this Committee:

1. Identify existing sources currently in place for publication and other communication formats, ex., Friends of the Library, Facebook and Instagram, Sentinel newspaper, Niagara Gazette (maybe offer opinion pieces periodically).
2. Consider quarterly impact during the year (seasonal articles, pictures, human interest stories, etc.).
3. Consider creating unique or consistent themes or messages to help better identify Youngstown Free Library stories "on sight."
4. Complement but not duplicate work of the Friends of the Library to their members (250-300 people). Their quarterly newsletter includes an article from the board of trustees. Current editor: Michele Wesley; prior editors were Wendy Guild, Colleen Summerville.

Deadlines for Friends Newsletter Submissions:

Winter: January-February / **Spring:** April / **Summer:** June / **Fall:** September

7. Our librarian's articles need to consider different readers and library stakeholders:
 - Board of Trustees: Leadership responsibility, fiscal responsibility, no anecdotes.
 - Friends Ldrshp.: More grants, members, gives funds to library, community advocacy
 - Friends members: Feel good about joining, first to know of special services, etc.
 - General public: "Did you know ...?" overall awareness of library services and offerings

Youngstown Free Library

Board of Trustees: Communications & Public Relations Committee

Meeting Minutes – Saturday, May 18, 2024

11:45 AM to 1:30 PM

8. Possible speakers' bureau by members of board of trustees?
9. Consider speakers' bureau representatives to discuss leaving legacies to Youngstown Free Library. ("Let literacy be your legacy"? or other challenges to the public).

Buffalo Community Foundation (professional investment risk managers). We are now fully funded, \$100,000 to start. Always exercise care and consideration of risk factors re: money invested. Goal is to grow through wills and bequests.

10. Three Ways to Donate to Youngstown Free Library:

- a) Annual fund-drive from Board of Trustees; funds go directly into our budget.
- b) Friends Membership Drive (February-May); funds go to the Friends of the Library, who currently give \$16,500 per year to the Library
- c) Legacy – Youngstown Free Library Foundation (see Dropbox for legacy information)

C. Going forward at this time by Communications & Public Relations Committee:

1. Present highlights from May 18th meeting to board at next board meeting on 5/20/24.
2. Prioritize key actions designating target dates (Remainder of 2024, 2025, etc.)
3. Focus on one-to-two key actions for us to address now (June through December 2024).

D. Must Do Now (Late May to early-June):

1. June deadline for Friends newsletter – Sonora to obtain guarantee publication won't go out until at least after June 6th due to Lew-Port scholarship presentation (confidentiality). Karran will attend and arrange for photo with scholarship recipient, then will write article and have photo for Friends newsletter in June 2024.
2. Karran will also write an article for June 2024 from the board of trustees on fall volunteering opportunities, including consideration for membership on the board of trustees starting in January 2025.

E. Upcoming Meetings:

- June 24 and July 22 (Board of Trustees).
- Tuesday, July 16 (11:00 AM to 12:15 PM) - Next Communications & Public Relations Committee meeting.

Minutes submitted by Nancy P. Askins, PhD (5/19/24)