

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**Agenda**  
**June 24, 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 May 20, 2024** Mary Clinch

**Reports**

President's Remarks	Karran Swayze
Treasurer's Report update only	David Smith
Correspondence	Shawn D'Luhy
Director's Report update only	Sonora Miller
Friends Report	David Smith
Communications & Public Relations	Nancy Askins
Personnel Committee Chair report	Peter Pfohl

**Old Business**

- Committee on Special Projects-- The 75<sup>th</sup> Anniversary Celebration
  - Update
- July 22, 2024 Reception for Ruby Carey Scholarship Recipient in Program Room at 6:30 pm

**New Business**

- Requests for thank you letters
- 

**Other/Adjournment**

**Upcoming Events**

- N
- **June 20, Youngstown Village Start of the Summer Street Dance 6pm**
- **July 20<sup>th</sup> Town of Porter Summer at Porter on the Lake 3pm to 5pm children's Make and Play time**

**Next Meeting: September 23, 2024 @ 7:00 pm** in the Program Room

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: MAY 20, 2024

TIME: 7:00 p.m.

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

**Absent:** None

**Call to Order:** 7:05 p.m.

**Comments from the Public:** None

**Minutes of the April 2024 Board Meeting**

- A motion was made by Shawn and seconded by Dave Smith to accept the April 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 thanked the Trustees who participated in the recent Friends of the Library Book Sale.
- The Scholarship Committee has selected a recipient for the Ruby Carey Scholarship, which will be presented at the upcoming awards banquet hosted by Lewiston-Porter.

**Finance Report: Dave Smith**

- Dave Smith reported that revenue for the prior month was comprised of grants, gifts, annual fund donations, and interest.
- Expenditures were in line with budget.
- A report was given on the current amounts in the Morgan Stanley and CFGB accounts.

**Correspondence Report: Shawn**

- Thank you notes will be sent this month to Irene Myers, who provided the library with a recent grant, and to the Friends of the Library for their donation to Hoopla.
- Nancy requested that a thank you note be sent to Dollar General to acknowledge their recent grant (once it has been received and contact details identified).

**Director’s Report: Sonora**

- A/C maintenance will be performed shortly (by Steve’s Heating & Cooling).

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- Sonora shared details of the process for ongoing review and maintenance of the collection.
- Sonora shared that the Library applied for and received a grant from Dollar General that will be used to fund the Summer Reading Program.
- All grants applied for to date are available for review in Dropbox; Sonora encouraged the Board to become familiar with their format and content, and to use as a reference for future grant applications.
- Book clubs have been meeting regularly; Sonora shared the selections for the various clubs for the next month.
- Sonora has also been continuing Storytime four times a month at the Montessori school.
- A recent newsletter was published and distributed to those patrons who requested a newsletter.
- Sonora shared that new contacts on the Library's various social media presences have increased (typically 30-50 new connections per month).
- Sonora thanked the Board for their recent contributions to Library Week.
- Sonora shared an update on how a recent scout provided volunteer hours for the Library.
- Peter thanked Sonora for her help in providing training on Dropbox.

#### **Friends Report: Dave Smith**

- The most recent meeting of the Friends of the Youngstown Library was held on May 15.
- Proceeds from the recent Book Sale set a record (>\$4500) and proceeds from the music night at the Jug also exceeded expectations.
- The Friends are looking for additional new members; this will also help the Friends attain reduced costs for bulk mailings.
- Dave Smith shared information about the 75<sup>th</sup> anniversary events planned in November and that the Friends have requested if the event planned for Friday could be moved to Wednesday (prior to the start of the Book Sale), if possible.
- The June Friends newsletter is nearing completion; Dave Smith will confirm with the Friends if it will be possible to include information about the scholarship.
- A meeting of the Service Guild Tea Party will be held at the Jug on May 29 at noon; contributions are welcome.
- Bandanas is sponsoring a "Bandanas for Books" event on June 13, where 15% of proceeds will be donated to the Library.
- The Friends will have a table at the upcoming Summer Street Dance in Youngstown on June 20.

#### **Personnel Committee: Peter**

- Peter shared that the committee met in early May to review a proposed form and process for an evaluation of the Library Director.
- The committee will meet again to finalize the content of the form and provide recommendations to the Board.

#### **Communications and Public Relations: Nancy**

- Nancy shared highlights of the committee's first meeting, including defining the goals and actions that are a priority to target in the short-term and later this year.
- The committee discussed the various stakeholders and readers of library communications and their needs, and the desire to complement communications produced by the Friends.
- Karran will be writing an article on fall volunteering opportunities.

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#### **Old Business:**

- Sonora indicated that she has applicants for the open clerk position.
- Shawn shared updates from the most recent meeting of the committee that is planning the 75<sup>th</sup> anniversary events, including ideas on proposed items to produce (placemats, magnets, tote bags, and the banner).
  - Sonora will be working on finalizing the logo in the coming week that can be used for these items.
  - The Board discussed items that we would like to have available at both the Summer Street Dance and the Town of Porter Summerfest.
  - Dave Smith, Shawn, Sonora, and Nancy volunteered to join a committee to coordinate an essay contest in conjunction with the 75<sup>th</sup> anniversary; Nancy will serve as the committee chairperson. An announcement about the contest will need to be ready by the beginning of September.
  - Shawn will also be working on plans for 'H-signs'.
  - The next meeting of the planning committee will be on May 30 at 4:00 p.m. at the Library
- Dave Smith shared updates from the recent Finance Committee meeting, including recommendations around spending of the legislative grant.
  - A proposal was raised to make the Library a fine-free library, and examples shared of how other nearby libraries manage this.
    - A motion was made by David Brooks and seconded by Shawn to make the Library 'fine-free' on or by July 1, 2024. The motion passed.
  - Sonora will confirm the process for making the update with Nioga (including timelines). The Board will discuss options for addressing accrued fines at the June Board meeting.
  - Dave Smith outlined other recommended proposals, including Windows 11-compatible computers, an upgraded security system, cleaning and stretching carpets, exploring contracts for planning of programming, and purchasing additional Hoopla/digital licenses.
  - Dave Smith asked the Board to consider the proposals and be prepared to vote on approvals at the June Board meeting.
- Dave Smith also proposed an option to use interest from the Morgan Stanley account to be able to provide an increase in pay for all staff. This was a recommendation raised by multiple Trustees in response to the request for how to spend grant funds.
  - A motion was made by Dave Smith and seconded by Nancy that the Board approve a \$1.00/hour pay increase for all hourly Library staff, and an equivalent \$40/week increase for the Director effective as of May 27, 2024. The motion passed.

#### **New Business:**

- Dave Smith reminded Trustees to share notice of any local recycling events with Sonora, so they can be highlighted on the Library's website.
- A motion to adjourn the meeting was made at 9:10 p.m. by David Brooks and seconded by Shawn. The motion passed.

The next meeting of the Board will be held on June 24, 2024 at 7:00 p.m.

*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.*

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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## Youngstown Free Library

### June Treasurer's Report

June 24th, 2024

#### 1. Revenues

- Total income (revenue) totaled \$7,133.61, which included \$200 from the Annual Drive, \$2,096.30 in gifts, and \$3,000 in grant money (thank you again Sonora for submitting the Dollar General Grant).

#### 2. Expenditures

- Expenses for May were much as expected, totaling \$14,988.23, with the exception for digital materials (Hoopla). This was far above budget, indicating a much higher usage than in the past and may indicate success in getting people to access it more. I have to check with the accountant as the Nioga ALMS fees may have been included in digital materials as there were no specific line item for ALMs in the May P & L statement.
- Payroll expenses were higher as May was a five-week month for payroll. Payroll will also increase in June as it is the month in which the new payroll rates begin but should be easily covered with interest payments from our Morgan Stanley account.

#### 3. Investments

- Our Morgan Stanley account stands at \$240,021.35 as of 5/31/2024. Our Key Bank Account balance is \$15,829.73 as of 6/19/2024, sufficient for the rest of June expenses. A transfer of funds in early July will be required to cover expenses in July and August (I usually transfer \$20,000).
- CFGB Account stands at \$108,414.26 as of 6/19/2024, a decrease of about \$3,000 from May, due to the continued fluctuation of the markets. Since we have no immediate need for these funds, I foresee a reversal and potential growth for when it will be needed.

#### 4. Summary

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

Respectfully submitted,  
David Smith, Treasurer

Youngstown Free Library  
**Profit & Loss**  
 May 2024

	<u>May 24</u>
Ordinary Income/Expense	
Income	
Friends of the Library	-99.01
Annual Drive	200.00
Fines /Copier /Fax	132.15
Gifts	2,096.30
Grant Funds	3,000.00
Interest - Morgan Stanley	
Morgan Stanley Interest	1,778.24
Total Interest - Morgan Stanley	1,778.24
Miscellaneous	25.93
Total Income	<u>7,133.61</u>
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	9,865.51
5400 · Ancillary Benefit	576.93
5500 · Social Security & Medicare	754.74
Continuing Ed & Networking	32.00
Inservice & Memberships	150.00
5600 · SUTA/FUTA	178.20
Total 5000 · Personnel	11,557.38
Materials & Services	
Digital Materials	1,257.57
Audio Visual Materials	14.99
Books	472.20
Computer Software	287.78
Subscriptions & Library Mbr Shp	15.50
Book Processing & Supplies	55.26
Programming	240.00
Copier Leasing & Usage	66.67
Postage	24.61
Internet/Telephone	77.82
Total Materials & Services	2,512.40
Operating Expenditures	
Office Supplies	106.99
Housekeeping	6.96
Copier Lease & Usage	66.68
Internet/Phone	77.82
Total Operating Expenditures	258.45
Miscellaneous Expenditures	
Accounting	660.00
Total Miscellaneous Expenditures	660.00
Total Expense	<u>14,988.23</u>
Net Ordinary Income	-7,854.62
Other Income/Expense	
Other Income	
Change in Fair Market Value	-1,647.99
Total Other Income	-1,647.99
Net Other Income	-1,647.99
Net Income	<u><u>-9,502.61</u></u>

06/19/24 10:33 AM  
 Youngstown Free Library  
 Profit & Loss - May 2024

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

	May 24	Jan - May 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Friends of the Library	-99.01	15,500.00
Annual Drive	200.00	5,870.00
Fines /Copier /Fax	132.15	740.43
Gifts	2,096.30	4,931.23
Grant Funds	3,000.00	23,620.00
Interest - Morgan Stanley		
Morgan Stanley Interest	1,778.24	2,362.97
Total Interest - Morgan Stanley	1,778.24	2,362.97
Local Library Service Aid	0.00	143.70
Miscellaneous	25.93	121.30
Town of Porter	0.00	70,000.00
<b>Total Income</b>	7,133.61	123,289.63
<b>Expense</b>		
5000 · Personnel		
5100 · Salaries (Gross)	9,865.51	36,057.33
5400 · Ancillary Benefit	576.93	2,105.79
5500 · Social Security & Medicare	754.74	2,758.40
Continuing Ed & Networking	32.00	32.00
NY State Disability	0.00	21.63
Worker's Compensation	0.00	109.00
Inservice & Memberships	150.00	170.00
5600 · SUTA/FUTA	178.20	1,203.90
Total 5000 · Personnel	11,557.38	42,458.05
Materials & Services		
Digital Materials	1,257.57	4,051.22
Audio Visual Materials	14.99	1,870.26
Books	472.20	3,710.33
Computer Software	287.78	412.04
Subscriptions & Library Mbr Shp	15.50	1,532.49
Book Processing & Supplies	55.26	1,133.76
Programming	240.00	808.14
Copier Leasing & Usage	66.67	401.31
Postage	24.61	24.61
Internet/Telephone	77.82	121.42
Total Materials & Services	2,512.40	14,065.58
Operating Expenditures		
ALMS Fee	0.00	2,734.00
Office Supplies	106.99	693.03
Housekeeping	6.96	34.80
Insurance	0.00	-26.25
Copier Lease & Usage	66.68	401.35
Postage	0.00	25.00
Internet/Phone	77.82	121.38
Total Operating Expenditures	258.45	3,983.31
Capital Expenditures		
Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	660.00	1,734.66
Total Miscellaneous Expenditures	660.00	1,734.66
<b>Total Expense</b>	14,988.23	62,406.60



10:33 AM  
06/19/24  
Accrual Basis

Youngstown Free Library  
Profit & Loss YTD Comparison  
May 2024

	May 24	Jan - May 24
Net Ordinary Income	-7,854.62	60,883.03
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	-1,647.99	498.83
Vendor Collection Credit	0.00	1.23
Total Other Income	-1,647.99	423.08
Net Other Income	-1,647.99	423.08
Net Income	<u>-9,502.61</u>	<u>61,306.11</u>

Youngstown Free Library  
**Balance Sheet**  
 As of May 31, 2024

	<u>May 31, 24</u>
<b>ASSETS</b>	
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>-1,306.94</u>
Total 1000 · Key Bank (First Niagara)	19,443.06
Petty Cash	<u>100.00</u>
Total Checking/Savings	19,543.06
Other Current Assets	
Morgan Stanley	
Morgan Stanley	<u>240,021.35</u>
Total Morgan Stanley	240,021.35
Total Other Current Assets	<u>240,021.35</u>
Total Current Assets	259,564.41
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
<b>TOTAL ASSETS</b>	<b><u>287,228.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,723.22
Total Accounts Payable	<u>1,723.22</u>
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	<u>86.31</u>
Total 24000 · Payroll Liabilities	86.31
Sales Tax Payable	<u>5.65</u>
Total Other Current Liabilities	91.96
Total Current Liabilities	<u>1,815.18</u>
Total Liabilities	1,815.18
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	<u>61,306.11</u>
Total Equity	285,412.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>287,228.04</u></b>