

Regular Board Meeting
Youngstown Free Library Board of Trustees
Agenda
September 23, 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 July 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

Old Business

- Painting the Library Foyer—costs and dates for closing—October 23rd (early 5pm) all day October 24th, October 25th, and October 26th
- Committee on Special Projects-- The 75th Anniversary Celebration
 - Update
 - H signs for the 75th Anniversary Celebration
- Update on the Personnel Committee Director Review

New Business

- Requests for thank you letters
- “Banned Books 101: What Library Board & Trustees Need to Know” webinar from United for Libraries and American Library Association will be held on Tues., Sept. 24, 2024 at 1 pm

Other/Adjournment

Upcoming Events

- October 5, 2024 Jubilee Tea 1pm-3pm and Basket Raffle
- November 7-9, 2024 Friends Fall Book Sale
- November 13, 2024 Birthday Party for the 75th Anniversary in the Cora Gushee Room 7:00pm to 9:00pm
- November 22, 2024 at 10am in Programming Room meeting with area New York State legislators—Rob Ortt, Angelo Masiello

Next Meeting: October 28, 2024 @ 7:00 pm in the Programming Room

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: JULY 22, 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: 7:11 p.m.

Comments from the Public: None

Minutes of the June 2024 Board Meeting

- A motion was made by Dave Smith and seconded by Mary Clinch to accept the June 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 congratulated Sonora on the quality of the publicity materials produced for the Summer Reading Program.

Finance Report: Dave Smith

- Dave Smith reported that a CD was able to be obtained from Morgan Stanley with a satisfactorily high rate. Dave gave a status on the various active CDs, amounts and maturity dates, and what expenses those are allocated to cover.
- Dave Smith also shared highlights from a review of the Q2 budget, and confirmed the Library is in good standing for the rest of the year.

Correspondence Report: Shawn

- No correspondence was required for the month.

Director’s Report: Sonora

- Sonora shared the Summer Reading calendar and reiterated that all programs are free and open to the public. Currently, two Take-and-Make craft kits are available, and approximately seven programs are scheduled per week. We are in week 4 of 6 on the calendar.
- Approximately 50 children are currently enrolled in the Summer Reading Challenge, which runs until September 6.

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- Summer programs were supported by several grants, donations, and volunteers.
- The Story Walk is set up on Fridays from 5-8 p.m. (during the summer concert series at Faulkner Park).
- Nancy asked when a press release should be planned for to advertise summer reading programming in future years; Sonora confirmed the ideal timing would be around the time of the Summer Street Dance in June.
- The Friends of the Library will be holding a bake sale during the final Friday Concert in the Park on August 9. Trustees are encouraged to reach out to the Friends if they can bake for the sale (individually bagged items to sell for \$1 or \$2/bag).
- The Library has obtained two Family passes for the Aquarium, and three Empire passes that are available to check out. Passes may be checked out for seven days.
- Karran asked if there was progress on the open clerk position; Sonora confirmed there is a new candidate.

Friends Report: Dave Smith

- On September 6, Maureen Gambino's band (Rock Angel) will be playing at the Stone Jug from 7-9 p.m. Donations will be accepted for the Library.
- Dave Smith will speak with the Friends about planning for a float to be in the Labor Day parade.

Personnel Committee: Peter

- Karran reminded the Board that evaluation forms are due to Peter today.

Communications and Public Relations: Nancy

- Nancy shared that the Committee met on July 16. The team reviewed the Friends newsletter, which has now been submitted.
- Members of the Committee interviewed the Ruby Carey Scholarship winner prior to tonight's meeting and will prepare a future article with photographs that were taken tonight.
- Discussions were held about preparing communications around donations to the Foundation, for the Library's upcoming 75th anniversary celebration, and for how to prepare a calendar to help prepare for future communication and press release needs.
- For the 75th anniversary, potential ideas and articles were discussed that could be released as a connected series.

Special Projects: Shawn

- The planning committee did not meet this month.
- Shawn is stepping down as chair of the committee, and Nancy will be stepping in as chair moving forward. Shawn encouraged the Board to help Nancy and ensure we can provide adequate support to future events.

Old Business:

- Karran read a proposed statement that will be used to create an Inclement Weather/Closing policy that our Director can action when required.
- A motion was made by Karran and seconded by David Brooks to accept the statement as written.
- Peter shared that he has collected information about similar policies from other libraries, several of which are most robust and cover additional scenarios to consider for closure management. Peter asked the Board might consider giving additional time for reviewing these additional ideas.

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- Sonora clarified that steps to execute a procedure (a “how do we...”) do not (in New York State) typically appear in a Library’s policies. Additional discussion was held around goals for such a policy, and whether there would be an opportunity in the future to make revisions (such as when the Director’s job description will be re-assessed). Peter was asked to bring recommendations from his research to the September board meeting.
- The motion to accept the statement as written passed.
- Karran asked for a status report on wish-list items that were identified to be covered by a recent grant. Sonora and Dave Smith confirmed that several smaller purchases are in progress. Additional discussion was held around the need for resources for grant writing, for how to use funds from fundraising, and to reconfirm goals for the Library’s Foundation.
- Karran confirmed that the Board will not hold a basket raffle for Christmas in the Village but will support the raffle the Friends are preparing for the October 5 Jubilee.
- The Fall Book Sale will be held Nov 7-9.

New Business:

- Karran shared an article that Sonora provided titled “10 Things Every Board Member Should Know.” Karran encouraged the Board to read the article prior to our September meeting.
- Karran shared information provided by the American Library Association (ALA), which is offering materials for voter education. Sonora confirmed the Library typically creates displays dedicated to elections.
- A motion to adjourn the meeting was made at 8:34 p.m. by Shawn and seconded by Peter. The motion passed.

The next meeting of the Board will be held on September 23, 2024, at 7:00 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

August Treasurer's Report

August 21, 2024

1. Revenues

- Total income (revenue) totaled \$319.53, including \$121.45 from copier/fax, \$64.85 from gifts, and \$118.42 in Morgan Stanley interest.

2. Expenditures

- Expenses for July totaled \$12,748.53, including personnel \$8427.64, \$2,271.41 for materials and services, and \$1,290.75 for operating expenses.
- Expenses again greatly surpassed revenue, resulting in a net income of -\$12,429.00 for July.

3. Investments

- Our Morgan Stanley account stands at \$221,391.07 as of 7/31/2024. I have requested a \$20,000.00 disbursement on 8/20/2024 to fund expenses through the end of September. Our Key Bank Account balance is presently \$8,986.23 but will be \$28,986.23 by week's end.
- YFL has two \$20,000.00 CD's maturing in October that will, augmented by the fund drive and the FOYL contribution, fund expenses through the end of 2024 and the beginning of 2025.

4. Summary

- Mid-year, the Youngstown Free Library is well-placed to meet obligations for 2024 and the beginning of 2025.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Balance Sheet
 As of July 31, 2024

	<u>Jul 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>-8,183.01</u>
Total 1000 · Key Bank (First Niagara)	12,566.99
Petty Cash	<u>100.00</u>
Total Checking/Savings	12,666.99
Other Current Assets	
Morgan Stanley	
Morgan Stanley	<u>221,391.07</u>
Total Morgan Stanley	221,391.07
Total Other Current Assets	<u>221,391.07</u>
Total Current Assets	234,058.06
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>261,721.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>2,437.54</u>
Total Accounts Payable	2,437.54
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	<u>24.12</u>
Total 24000 · Payroll Liabilities	24.12
Sales Tax Payable	<u>8.91</u>
Total Other Current Liabilities	33.03
Total Current Liabilities	<u>2,470.57</u>
Total Liabilities	2,470.57
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	<u>35,144.37</u>
Total Equity	259,251.12
TOTAL LIABILITIES & EQUITY	<u>261,721.69</u>

Youngstown Free Library
Profit & Loss
 July 2024

	<u>Jul 24</u>
Ordinary Income/Expense	
Income	
Fines /Copier /Fax	121.45
Gifts	64.85
Interest - Morgan Stanley	
Morgan Stanley Interest	118.42
Total Interest - Morgan Stanley	118.42
Miscellaneous	14.81
Total Income	319.53
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,336.25
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	561.21
5600 · SUTA/FUTA	145.56
Total 5000 · Personnel	8,427.64
Materials & Services	
Digital Materials	570.54
Books	393.83
Subscriptions & Library Mbr Shp	9.99
Book Processing & Supplies	329.73
Programming	825.64
Copier Leasing & Usage	66.67
Internet/Telephone	75.01
Total Materials & Services	2,271.41
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	103.06
Insurance	-38.00
Maintenance - Repairs	400.50
Copier Lease & Usage	66.68
Internet/Phone	75.01
Total Operating Expenditures	1,290.75
Miscellaneous Expenditures	
Accounting	260.00
Miscellaneous - Other	498.73
Total Miscellaneous Expenditures	758.73
Total Expense	12,748.53
Net Ordinary Income	-12,429.00
Other Income/Expense	
Other Income	
Change in Fair Market Value	681.52
Total Other Income	681.52
Net Other Income	681.52
Net Income	<u>-11,747.48</u>

Youngstown Free Library Profit & Loss YTD Comparison July 2024

	Jul 24	Jan - Jul 24
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	15,500.00
Annual Drive	0.00	5,870.00
Fines /Copier /Fax	121.45	942.92
Gifts	64.85	5,290.06
Grant Funds	0.00	23,620.00
Interest - Morgan Stanley		
Morgan Stanley Interest	118.42	2,595.95
Total Interest - Morgan Stanley	118.42	2,595.95
Local Library Service Aid	0.00	143.70
Miscellaneous	14.81	162.04
Town of Porter	0.00	70,000.00
Total Income	319.53	124,124.67
Expense		
5000 - Personnel		
5100 - Salaries (Gross)	7,336.25	50,220.95
5400 - Ancillary Benefit	384.62	2,875.03
5500 - Social Security & Medicare	561.21	3,841.90
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	145.56	1,472.53
Total 5000 - Personnel	8,427.64	58,743.04
Materials & Services		
Digital Materials	570.54	5,543.45
Audio Visual Materials	0.00	2,241.43
Books	393.83	4,754.22
Computer Software	0.00	430.03
Subscriptions & Library Mbr Shp	9.99	1,552.47
Book Processing & Supplies	329.73	1,522.41
Programming	825.64	3,713.71
Copier Leasing & Usage	66.67	574.52
Postage	0.00	24.61
Internet/Telephone	75.01	271.30
Total Materials & Services	2,271.41	20,628.15
Operating Expenditures		
ALMS Fee	683.50	4,784.50
Office Supplies	103.06	1,144.31
Housekeeping	0.00	34.80
Insurance	-38.00	-64.25
Maintenance - Repairs	400.50	400.50
Copier Lease & Usage	66.68	574.57
Postage	0.00	34.85
Internet/Phone	75.01	271.26
Total Operating Expenditures	1,290.75	7,180.54
Capital Expenditures		
Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	260.00	2,254.66
Miscellaneous - Other	498.73	818.73
Total Miscellaneous Expenditures	758.73	3,073.39

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 08/12/24
 Accrual Basis

Youngstown Free Library Profit & Loss YTD Comparison July 2024

	Jul 24	Jan - Jul 24
Total Expense	12,748.53	89,790.12
Net Ordinary Income	-12,429.00	34,334.55
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	681.52	1,635.57
Vendor Collection Credit	0.00	1.23
Total Other Income	681.52	1,559.82
Other Expense		
Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	681.52	809.82
Net Income	-11,747.48	35,144.37

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

Total Income	\$ 319.53
Total Expenses	<u>\$ (12,748.53)</u>
Net Income (Loss)	<u><u>\$ (12,429.00)</u></u>

ASSET Summary

Total Assets as of	7/31/2024	\$ 261,721.69
Total Assets as of	6/30/2024	<u>\$ 274,913.77</u>
Change in Value of Assets from Last Period		\$ (13,192.08)

Non-Cash Items

Change in Payroll Liabilities	\$ (38.02)
Change in Accounts Payable Liabilities	\$ 1,201.49
Change in Sales Tax Payable	\$ (1.19)
Change in KeyBank Credit Card	\$ 282.32
Period Change in FMV	<u>\$ (681.52)</u>
Total Change in Non-Cash Items	\$ 763.08

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (12,429.00)</u></u>
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Youngstown Free Library

September Treasurer's Report

September 23, 2024

1. Revenues

- Total income (revenue) totaled \$361.48, typical for summer. Gifts, \$173.75, MS interest \$118.51, fines/copier/fax \$70.70.

2. Expenditures

- Expenses for August were \$14,787.48, including personnel \$8,203.63, \$3,507.41 for materials and services, and \$2,816.44 for operating expenses (largest cost, insurance \$1,645.00).
- Expenses again greatly surpassed revenue, resulting in a net income of -\$14,406.00.

3. Investments

- Our Morgan Stanley account stands at \$202,607.90. CD's total \$170,000.00 of this, leaving \$52,607.00 for operating revenue. Our Key Bank Account balance is presently \$23,908.51, sufficient to carry us through until early- to mid-October, when I will request another draw from MS.
- The YFL CFGB balance is \$113,625.89 as of 9/12/2024. This represents a 12.5% increase since inception.

4. Summary

- Anticipating the customary appeal to the Annual Drive and the FOYL contribution, the YFL should be well-positioned to meet 2024 and earlier 2025 obligations.

Respectfully submitted,
David Smith, Treasurer

1. Without looking, how many pages in total were included in the August 2024 Treasurer's Report. (it's the same every month)?
2. In what month do the next CD's YFL has mature (the total \$40,000.00)?
3. APPROXIMATELY, what was YFL's net income for July 2024.

(Please submit your answers via email.)

Youngstown Free Library
Balance Sheet
As of August 31, 2024

	Aug 31, 24
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	-2,011.86
Total 1000 · Key Bank (First Niagara)	18,738.14
Petty Cash	100.00
Total Checking/Savings	18,838.14
Other Current Assets	
Morgan Stanley	
Morgan Stanley	202,607.90
Total Morgan Stanley	202,607.90
Total Other Current Assets	202,607.90
Total Current Assets	221,446.04
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	95,215.63
Other Assets	
Accum. Depr. - Equipment	-19,535.00
Accum. Depr. - Leasehold Improv	-48,017.00
Total Other Assets	-67,552.00
TOTAL ASSETS	249,109.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,340.28
Total Accounts Payable	3,340.28
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	60.87
Total 24000 · Payroll Liabilities	60.87
Sales Tax Payable	10.39
Total Other Current Liabilities	71.26
Total Current Liabilities	3,411.54
Total Liabilities	3,411.54
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	21,591.38
Total Equity	245,698.13
TOTAL LIABILITIES & EQUITY	249,109.67

Youngstown Free Library
Profit & Loss
August 2024

	Aug 24
Ordinary Income/Expense	
Income	
Fines /Copier /Fax	70.70
Gifts	173.75
Interest - Morgan Stanley	
Morgan Stanley Interest	118.51
Total Interest - Morgan Stanley	118.51
Miscellaneous	18.52
Total Income	381.48
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,144.00
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	546.52
5600 · SUTA/FUTA	128.49
Total 5000 · Personnel	8,203.63
Materials & Services	
Digital Materials	533.80
Books	130.88
Subscriptions & Library Mbr Shp	2,355.46
Book Processing & Supplies	346.43
Copier Leasing & Usage	66.67
Internet/Telephone	74.17
Total Materials & Services	3,507.41
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	347.10
Insurance	1,645.00
Copier Lease & Usage	66.68
Internet/Phone	74.16
Total Operating Expenditures	2,816.44
Miscellaneous Expenditures	
Accounting	260.00
Total Miscellaneous Expenditures	260.00
Total Expense	14,787.48
Net Ordinary Income	-14,406.00
Other Income/Expense	
Other Income	
Change in Fair Market Value	1,098.32
Total Other Income	1,098.32
Net Other Income	1,098.32
Net Income	-13,307.68

Youngstown Free Library
Profit & Loss YTD Comparison
August 2024

	Aug 24	Jan - Aug 24
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	15,500.00
Annual Drive	0.00	5,870.00
Fines /Copier /Fax	70.70	1,013.62
Gifts	173.75	5,206.48
Grant Funds	0.00	23,620.00
Interest - Morgan Stanley		
Morgan Stanley Interest	118.51	2,714.46
Total Interest - Morgan Stanley	118.51	2,714.46
Local Library Service Aid	0.00	143.70
Miscellaneous	18.52	180.56
Town of Porter	0.00	70,000.00
Total Income	381.48	124,248.82
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	7,144.00	57,364.95
5400 · Ancillary Benefit	384.62	3,259.65
5500 · Social Security & Medicare	546.52	4,388.42
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	128.49	1,601.02
Total 5000 · Personnel	8,203.63	66,946.67
Materials & Services		
Digital Materials	533.80	6,077.25
Audio Visual Materials	0.00	2,241.43
Books	130.88	4,885.10
Computer Software	0.00	430.03
Subscriptions & Library Mbr Shp	2,355.46	3,895.91
Book Processing & Supplies	346.43	1,868.84
Programming	0.00	3,713.71
Copier Leasing & Usage	66.67	641.19
Postage	0.00	24.61
Internet/Telephone	74.17	345.47
Total Materials & Services	3,507.41	24,123.54
Operating Expenditures		
ALMS Fee	683.50	5,468.00
Office Supplies	347.10	1,491.41
Housekeeping	0.00	34.80
Insurance	1,645.00	1,580.75
Maintenance - Repairs	0.00	400.50
Copier Lease & Usage	66.68	641.25
Postage	0.00	34.85
Internet/Phone	74.16	345.42
Total Operating Expenditures	2,816.44	9,996.98
Capital Expenditures		
Technology	0.00	165.00
Total Capital Expenditures	0.00	165.00
Miscellaneous Expenditures		
Accounting	260.00	2,514.66
Miscellaneous - Other	0.00	818.73
Total Miscellaneous Expenditures	260.00	3,333.39

1:14 PM

09/13/24

Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
August 2024

	<u>Aug 24</u>	<u>Jan - Aug 24</u>
Total Expense	14,787.48	104,565.58
Net Ordinary Income	-14,406.00	19,683.24
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	1,098.32	2,733.89
Vendor Collection Credit	0.00	1.23
Total Other Income	1,098.32	2,658.14
Other Expense		
Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	1,098.32	1,908.14
Net Income	<u><u>-13,307.68</u></u>	<u><u>21,591.38</u></u>

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

Total Income	\$ 381.48
Total Expenses	\$ (14,787.48)
Net Income (Loss)	<u>\$ (14,406.00)</u>

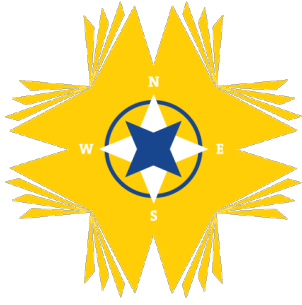
ASSET Summary

Total Assets as of	8/31/2024	\$ 249,109.67
Total Assets as of	7/31/2024	\$ 261,464.36
Change in Value of Assets from Last Period		<u>\$ (12,354.69)</u>

Non-Cash Items

Change in Payroll Liabilities	\$ (36.75)
Change in Accounts Payable Liabilities	\$ (914.76)
Change in Sales Tax Payable	\$ (1.48)
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (1,098.32)</u>
Total Change in Non-Cash Items	<u>\$ (2,051.31)</u>

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (14,406.00)</u></u>
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Youngstown Free Library

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

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

Director's Report

September 2024

COLLECTION

The inventory of all 22,337 items in the collection is now 78% complete. This has been a massive job to track down every book in the catalog, fix errors in the catalog records, and find or remove missing books from the collection. Library page Jaspen has been managing this project beautifully—thanks to their efficiency and careful attention to detail, this job has gone faster and more smoothly than I planned. The juvenile chapter book collection (2,052 items) and the juvenile non-fiction collection (2,910 items) remain to be inventoried.

FUNDRAISING AND GRANTS

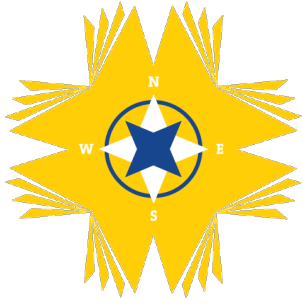
In mid-September, I submitted the required follow-up essays and statistics for this summer's grant from the Dollar General Literacy Foundation for our 2024 summer reading season. As always, all materials for submitted grants are available in the board's Dropbox folder for the board's perusal.

In the beginning of September, the Library received its annual support checks from New York State (\$1,343) and from Niagara County (\$6,954). This funding is never guaranteed, and its amount changes annually based on an anticipated budget worksheet completed the prior year. This month, I completed this budget worksheet for Niagara County for their 2025 budget calculations. On behalf of the Library, I am grateful to every organization and government whose financial help allows the Library to continue to serve the community.

PROGRAMS

This year's lineup of Summer Reading Programs ran from Monday, July 1 to Friday, August 9. In these six weeks, the Library offered forty-three programs for children and teens. All programs were free and available to everyone regardless of residency, and with no registration required. Programs were attended by a total of 1,160 children, 115 teens, and 852 adults, for a grand total of 2,127 attendees.

The Summer Reading Challenge ran concurrently with the Programs, but it extended through the end of the first week of school for a total of ten weeks. The Summer Reading Challenge encourages children to read (independently or supported, as well as audio or print) with reading rewards for their time spent reading from Monday, July 1 to Saturday, September 7. Altogether, the fifty-five children and teens who signed up for the program read a total of 129,254 minutes—amazing!! That is an average of 2,350 minutes (thirty-nine hours) per reader this summer. Imagine a world in which every child and teen read nearly four hours every week for the ten weeks of summer. Think of the skills that these fifty-five readers built and maintained instead of succumbing to “summer slide,” and imagine their priceless discovery (or rediscovery) of a love of reading—such a key to a lifetime of learning!

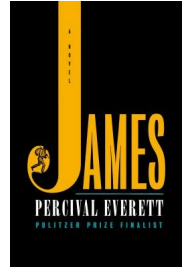
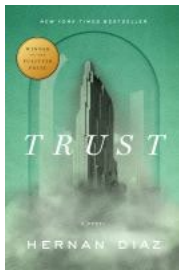
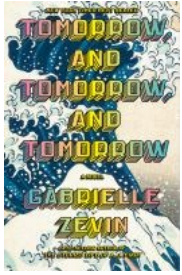


Youngstown Free Library

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www.youngstownfreelibrary.org

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

EVENING BOOK CLUB:



- **Wednesday, June 12th at 7 pm: Tomorrow and Tomorrow and Tomorrow by Gabrielle Zevin**

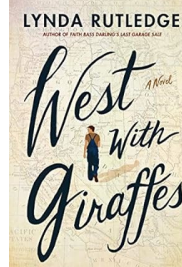
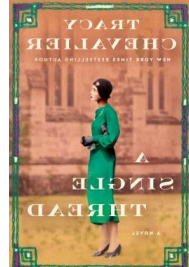
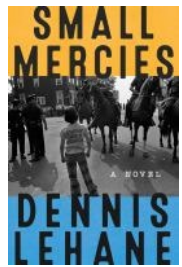
- **Wednesday, July 10th at 7 pm: Trust by Hernan Diaz**

- **Wednesday, August 14th at 7 pm:**

A Gift from the Sea by Anne Morrow Lindbergh

- **Wednesday, September 11th at 7 pm: James by Percival Everett**

AFTERNOON BOOK CLUB:



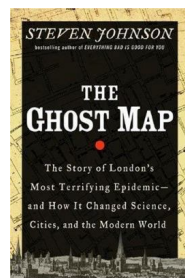
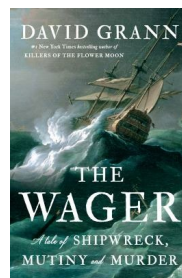
- **Tuesday, June 18th at 1:30 pm: Small Mercies by Dennis Lehane**

- **Tuesday, July 16th at 1:30 pm: On Censorship: a public librarian examines cancel culture in the US by James LaRue**

- **Tuesday, August 20th at 1:30 pm: A Single Thread by Tracy Chevalier**

- **Tuesday, September 17th at 1:30 pm: West with Giraffes by Lynda Rutledge**

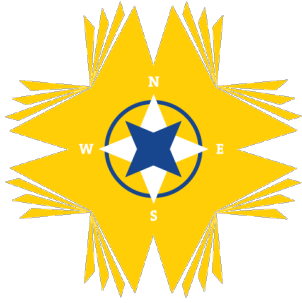
NON-FICTION BOOK CLUB:



- **Saturday, June 15th at 1:30 pm: *The Wager* by David Grann**

- **Monday, August 5th at 1:30 pm: *Ghost Map: the story of London's most terrifying epidemic and how it changed science, cities, and the modern world* by Steven Johnson**

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



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PUBLICITY UPDATES

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

Facebook: 1,532 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 741 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

On behalf of all the staff, I want to thank the Board of Trustees for their generosity and thoughtful celebratory gifts after the Library received the Robert J. Uplinger award from the Youngstown Lions Club this June. Every staff member was very touched by the board's gifts.

VOLUNTEERS

Thank you to Trustee Karran Swayze for stepping forward to volunteer on Tuesday mornings. I appreciate her help pulling books from the shelves that have been requested by patrons. Karran joins a small group of dedicated library volunteers who help keep the Library clean, its collections maintained, and patrons' requested titles pulled from the shelves.

Respectfully submitted,

Sonora R. Miller
Library Director

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.

July 2024 YFL Board

Liaison Report

The YFL Board met on July 22nd, 2024, at 6:30PM to first enjoy a small celebration to award Madeline Heidt the YFL and FOYL Scholarships. Colleen #2 was present representing FOYL. Madeline and her parents attended and seemed to enjoy the presentation.

The regular meeting began at 7:11PM. After presentation of the customary reports (President's remarks, Treasurer's, Director's, and Correspondence Secretary's, Communication, Personnel, and Special Projects), the Board then moved on to old and new business. Highlights of the reports included the Director's outline of the Summer Reading Challenge and other programs, and ideas for upcoming 75th Anniversary events.

- Karran S. proposed creating an Inclement Weather/Emergency policy and read a proposed statement. After discussion, a statement was approved for use until a more complete policy can be created. Board member Peter Pfohl announced he has also been working on accumulating other board policies to use a templates for the YFL policy.
- Personnel Committee Chairperson Peter Pfohl asked for the Board's evaluation forms so that he can compile the final evaluation for the Director.
- Sonora announced the logo for the 75th Anniversary banners has been finalized and the banners ordered. Those banners have since been ordered and hung at the Village Center and the Route 93/ Niagara Scenic Parkway locations.
- Utilization of the Special Legislative Grant was discussed, and it was approved to use some of the funds for smaller, necessary projects (painting the foyer, replacing chair cushions, cleaning, stretching the carpeting). Use of these funds was approved so the projects can move forward.
- Karran S. Presented an article provided by Sonora titled "10 Things Every Board Member Should Know" and encouraged all members read to give a better understanding of the demands of Board Membership, both for the member and for prospective members.
- Karran provided ALA information regarding voter education for the upcoming November election. Sonora confirmed the Library typically creates displays dedicated to elections.
- It was decided the YFL Board would not have a basket raffle for the Christmas Walk and would instead support the FOYL Tea basket raffle.

The meeting was adjourned at approximately 8:34PM. The next YFL Board meeting is on September 23rd, 2024 at 7:00PM.

Respectfully Submitted,

David Smith, YFL Borad Liaison