

Regular Board Meeting
Youngstown Free Library Board of Trustees
November 24, 2025 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

Comments from the Public

Minutes of Board Meeting October 27, 2025

Mary Clinch

Reports

President's Remarks

Karran Swayze

Treasurer's Report

David Smith

Correspondence

Peter Pfohl

Director's Report

Sonora Miller

Friends of the Youngstown Library

David Smith

New Member Applications

David Brooks

Old Business

- **Contract with the Village of Youngstown**

New Business

- **Budget for 2026**
- **Proposal:** Propose that the Board approve adding a line to the revenue side of the budget for the annual grant/distribution from CFGB in order to help ease the strain of making budget each year, rather than reinvesting it. (The check would be sent June 1st of each year.)

Upcoming Events

- **December 2, 2025 Annual Christmas Dinner and Get-Together with the Friends at Ray's opens 5:30 PM, dinner 6:30 PM**
- **Nioga Trustee Training, Wednesday, December 3 on Zoom from 6 PM -8 PM. Registration will be required.**
- **December 13th Christmas in the Village volunteers needed 4:00 PM - 8:00 PM**
- **January 13th Membership Dinner 6:00 PM TBD**

Adjournment

Next Meeting:

- **January 26, 2026 @ 6:30 PM Annual Meeting in the Programming Room**
- **January 24, 2026 @ 7:00 PM Meeting 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: October 27, 2025

TIME: 7:00 p.m.

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

Absent: None

Call to Order: 7:01 p.m.

Comments from the Public: Anna Huebschmann joined the meeting to observe as a prospective Board Member.

Minutes of September 28, 2025 Board Meeting

Nancy presented the minutes of last month's meeting. Sonora requested a correction to the President's Remarks section, to state that Trustees are required to have two hours of training annually.

- A motion was made by Mary and seconded by David Brooks to accept the September meeting minutes with the correction noted. The motion passed.
 - Once updated with the correction above, Mary will change the designation of the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

President's Report: Karran Swayze

- Karran thanked members of the Board who supported the recent FOYL Tea Party.
- Karran thanked Sonora and the Board for supporting the closure of the Library to allow staff to support last Saturday's Trunk or Treat.

Finance Report: Dave Smith

- Income for September was \$987.66. Two major deposits made by Maggie from the Annual Drive will appear in November's report.
- Expenses were as expected for the month, including personnel, A/V materials, digital materials (Hoopla), programming, use of grant funds and subscriptions.
- The YFL KeyBank account stands at \$40,849.69, which should cover expenses through the end of the year while allowing for additional book purchases and an amount to transfer to 2026 or to Morgan Stanley.
- The Morgan Stanley account stands at \$192,093.34 as of the end of September. Two CDs (totaling \$40,000) mature at the end of October/beginning of November; Dave Smith will attempt to renew at 4% or the best possible interest rate with a longer term given the anticipation

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.

of rates lowering in 2026. Dave Smith will speak with the Library's Morgan Stanley representative later this week to assess options.

- The YFL CFGB account stands at \$129,067.12. As Treasurer, Dave Smith proposes that YFL use some of those funds to pay for the Summer Reading Program, other children's programs, etc. to help reduce yearly budget costs. This approach fits with the Library's mission statement and uses CFGB in an appropriate way.
 - Sonora asked if a future dividend could go back into the budget as general operational funds; Dave Smith confirmed it could.
 - Sonora confirmed a check was received; Dave Smith will follow up with CFGB to confirm that it represents this year's dividend (which will be rolled into the 2026 budget).
- A motion was made by Dave Smith and seconded by Peter to apply future checks from the CFGB to the 2026 budget to cover operational expenses. The motion passed.
- YFL is well-positioned to finish the year with a balanced budget or small surplus, thanks to the generosity of our many patrons. This should also allow Sonora to make some long-outstanding purchases of new titles to augment the collection.

Correspondence Report: Peter

- Peter sent the following thank-yous:
 - To Maggie Steyn for the FOYL garage sale, for the FOYL BBQ and Boil, and to the general Friends group for sponsoring Mike in the YPBA golf tournament.
 - To Bandana's for BBQ and Boil and continued support.
- Peter will be sending an additional thank-you to the FOYL for hosting the recent Tea event.

Director's Report: Sonora

- Sonora shared that the third patron computer has been installed.
- The primary bookseller for the Library (Baker & Taylor) is going out of business. Sonora will be moving all the Library's accounts (~5) over to Ingram, but it has been a slow process.
- Sonora has re-started story hours at the Children's House on Tuesday and Wednesdays.
- The mini-splits have been fixed (fan motors replaced in all three units).
- The fiction collection has had the paperbacks now integrated with the hardcover books in the section. This has freed up the wall near Sonora's desk, which may be used in the future for other types of materials. Sonora recommended the Trustees consider what types of items might be desirable to offer.
- Karran asked if the Library was supporting Lewiston-Porter's high school musical in the spring; Sonora confirmed that an advertisement has already been planned for.
- Karran asked if Sonora was familiar with the upcoming craft supply swap that the Lewiston Library is planning. As YFL has limited storage space, Sonora recommended bringing the idea to the FOYL for consideration as a future event. Dave Smith will raise this at a future FOYL meeting.

Friends of the Library (FOYL): Dave Smith

- The FOYL met on October 15, 2025. Dave Smith was unable to attend, but received the following updates to share with the YFL Board:
- Events and Old Business:
 - The 2nd Annual YFL/Lewiston Service Guild Tea Party was a huge success. The FOYL would like to thank everyone who worked to plan the event, attended, and enjoyed it. Dave Smith will contact Maggie to confirm the total net amounts.
 - Ticket sales from the recent Bandana's BBQ and Boil dinner netted \$532.

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.

- The location for the FOYL Holiday Dinner has not yet been decided upon, although Ray's remains the top choice for the event (which is planned to be held on December 2).
- The November FOYL Book Sale will be held November 6-8; volunteers are always needed.
- New Business:
 - Plans for Christmas in the Village (December 13) are still underway as the Village has not yet finalized events/locations. The FOYL plans to be based in the gym and give away cider and hot chocolate. Volunteers will be needed.
 - Michelle W. is updating the FOYL newsletter.
 - The FOYL discussed ways to get more local businesses involved with fundraising.
- The next FOYL meeting will be held on November 19, 2025, at 7:00 p.m.

Old Business

- Sonora reported that she has shared the draft building contract with the Village office.
- Dave Smith will be preparing the 2026 budget; Karran recommended that Trustees share ideas for programs or special requests with Sonora and Dave Smith.
- Karran shared an article from the most recent Sentinel about the Lewiston Library, which is the next installment of their series on local libraries. Nancy will be submitting an article on the YFL for consideration for the next issue.

New Business

- Senator Ortt's advocacy meeting is scheduled for Monday, November 10th at 9:00 a.m. at the Lockport Public Library. Sonora will resend the registration link to the Board.
- David Brooks asked if Trustees have additional prospective candidates to recommend for the Board.
- Nancy raised concerns about the upcoming reduction in food benefits, and whether the Library could provide information/advertising about local resources.
- Upcoming events:
 - Nioga Trustee Training – Next week's scheduled training has been rescheduled to December (check the Nioga Trustees website for details)
 - Fall book sale – November 6-8, 2025. Drop-offs will start being accepted on November 3.

Adjournment

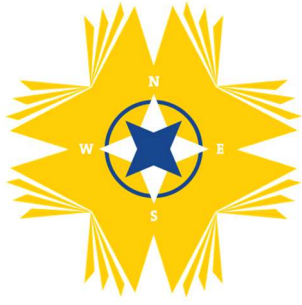
- A motion to adjourn the meeting was made at 8:34 p.m. by Nancy and seconded by Dave Smith. The motion passed.

The next meeting of the Board will be held on November 24, 2025 at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees



Youngstown Free Library

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

Director's Report

November 2025

BUILDING

In October, Steve's Heating and Cooling replaced the fan motors in all three mini-split units in the Library. After six years of use, they were very noisy and needed replacement. This repair has quieted the units considerably.

COLLECTION

Paperbacks are now fully integrated into the Adult Fiction collection. Where they were, we've now moved the Large Print Fiction back into the Fiction Room. In this beautiful domino effect that's been in process over the past three years, we now have room for A Library of Things in the Non-Fiction Room! The first items in our Library of Things are below:

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

TAKE THE INTERNET HOME WITH YOU!



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

Hotspots are great for:

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

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

In October, Mike and Jaspen created a dynamic Banned Books display spanning all three collection rooms. Mike also 3D-printed and distributed 55 "Fight Censorship" keychains to patrons who interacted with the books in the display. These books generated a lot of conversations amongst patrons and staff; it was a wonderful learning experience!

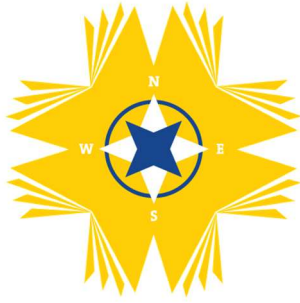
After the downfall of our main book supplier this fall, I am pleased to announce that the Library is now purchasing all its books from Author's Note. This Medina bookstore has launched a library services division, and I am delighted with their website, offerings, speediness of delivery, customer service, and pre-processing options. Switching to Author's Note keeps our business local, avoids national conglomerates, and utilizes our local delivery service rather than national shipping.

FUNDRAISING AND GRANTS

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

The 2025 Adult Services Mini-grant for \$220 will be used to add to our serials collection with materials geared to address seniors' requests for health magazines, large print magazines, and national newspaper subscriptions.

The 2025 Youth Services Mini-grant for \$210 will be used to purchase chapter book audiobooks. Young readers who struggle with reading (including those with visual difficulties, dyslexia, or ADHD) are our target audience. The audiobook format has become popular because it increases comprehension when used alongside the monographs of each book.



Youngstown Free Library

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

In late October, I applied for an Access and Innovation grant from WNYLRC for a digital transfer station. The award timing is dependent of receipt of funding from New York State, so I don't know when the winners will be announced.

PROGRAMS

Evening Book Club read and discussed the following titles since my last report in September:

- author study of Louise Erdrich
- *Sabrina* by Nick Drnaso

Afternoon Book Club read and discussed the following titles since my last report in September:

- *Tell Me Everything* by Elizabeth Strout
- *James* by Percival Everett

Non-Fiction Book Club read and discussed the following title since my last report in September:

- *Frostbite: how refrigeration changed our food, our planet, and ourselves* by Nicola Twilley

Other programs offered since my last report in September:

- **Story Hour with the Town of Porter** (October, November)
- **biweekly story times at The Children's House** (October, November)
- **Tech Help with Sonora & Adam** (October, November)
- **Discover & Explore Your Digital Library** (October)
- **Trunk or Treat** (October)

PUBLICITY UPDATES

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

- **Facebook:** 1,623 followers: <https://www.facebook.com/youngstownfreelibrary/>
- **Instagram:** 805 followers: <https://www.instagram.com/youngstownfreelibrary>
- **November newsletter:** <https://us11.campaign-archive.com/?u=6dc37c8daa94ccb08fd20fe90&id=5683f3174e>

TECHNOLOGY

The third public Internet computer has now been replaced using legislative grant funding, just as was used to purchase the other two public Internet computers this past summer. Prior to that, the machines were last replaced in 2017.

Usage of the public Internet computers has doubled in the past twelve months, and nearly half of that traffic is folks playing Minecraft online. To speed up their gameplay and reduce the bandwidth of Internet they use, the Library has purchased three licenses for Minecraft. Mike recently installed them on the public Internet computers.

Respectfully submitted,

Sonora R. Miller
Library Director

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
draft 11-19-25

<u>REVENUE</u>	2025 Budget	Totals YTD	2026 Draft Budget	
TOWN OF PORTER	\$72,100	\$72,100	\$72,100	
NIAGARA COUNTY	\$6,950	\$8,320	\$8,320	
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,525	\$1,500	
FRIENDS OF THE LIBRARY	\$22,043	\$30,840	\$31,000	
FINES/ COPIER/ FAX	\$1,200	\$1,094	\$1,200	does not yet include Oct. deposit
INTEREST	\$6,500	\$6,951	\$7,680	
CFGB DISTRIBUTION			\$3,223	Community Foundation for Greater Buffalo distribution from fall FY2025
CFGB GRANT			\$4,105	to be drawn in fall 2026 *if needed*
GIFTS	\$7,000	\$7,604	\$7,500	
ANNUAL DRIVE	\$29,000	\$25,430	\$29,000	
MISCELLANEOUS	\$250	\$155	\$250	
GRANT FUNDS	\$5,500	\$2,900	\$5,000	Irene Myers and Nioga and Moonracer grants
OTHER INCOME	\$750	\$750	\$750	Ruby Carey scholarship
TOTAL REVENUE	\$153,553	\$158,669	\$172,628	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
draft 11-19-25

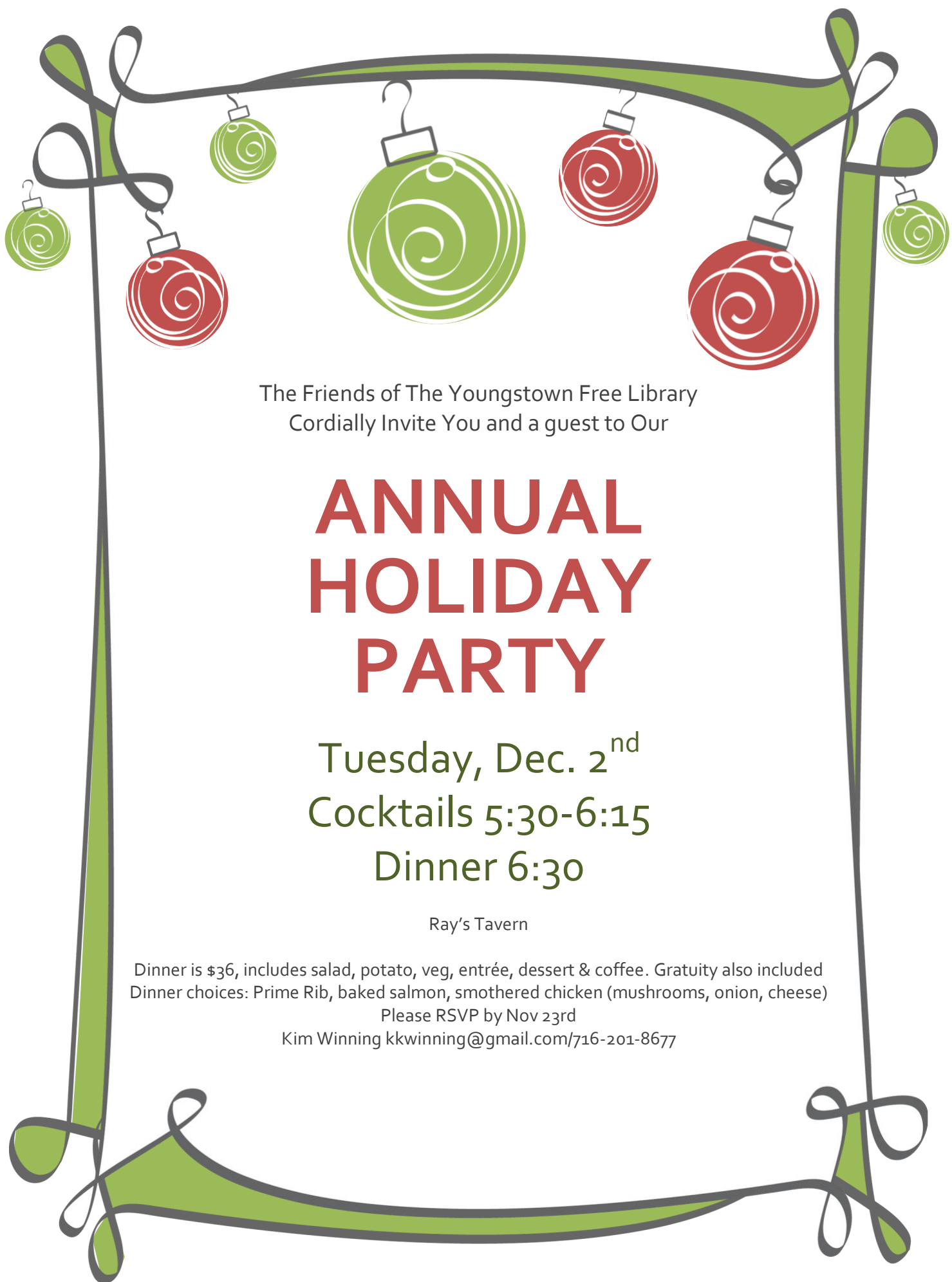
<u>EXPENDITURE</u>	2025 Budget	Totals YTD	2026 Draft Budget	Notes
PERSONNEL				
SALARIES (GROSS)	\$97,700	\$84,264	\$100,633	
HEALTH BENEFIT	\$5,250	\$4,437	\$5,500	
SOCIAL SECURITY & MEDICARE	\$7,815	\$6,160	\$8,050	calculated at 8% gross salaries
CONTINUING EDUCATION & NETWORKING MEMBERSHIPS	\$200		\$125	
NEW YORK STATE DISABILITY /SUTA FUTA	\$2,550	\$256	\$1,600	calculated at 2.6% gross salaries
WORKER'S COMPENSATION	\$200	\$763	\$1,000	
SALARIES (Christmas bonus)	\$500		\$500	
TOTAL PERSONNEL	\$114,215	\$95,880	\$117,408	
LIBRARY MATERIALS	2025 Budget	Totals YTD	2026 Draft Budget	
HOOPLA (Digital Materials)	\$10,500	\$6,033	\$10,500	
A/V MATERIALS	\$3,500	\$1,597	\$3,000	
BOOKS	\$7,250	\$4,068	\$7,250	
SOFTWARE	\$450	\$612	\$500	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,500	\$3,799	\$4,000	all patron periodicals and newspapers
BOOK PROCESSING & SUPPLIES	\$2,000	\$587	\$1,200	
PROGRAMMING	\$3,750	\$4,536	\$4,500	
PUBLICITY & PROMOTION	\$100	\$320	\$150	
COPIER LEASE & USAGE	\$1,000	\$824	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$60	\$185	\$75	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET & PHONE	\$550	\$811	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL LIBRARY MATERIALS	\$33,660	\$23,372	\$32,725	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
draft 11-19-25

	2025 Budget	Totals YTD	2026 Draft Budget	
OPERATING EXPENDITURE				
ALMS FEE	\$8,479	\$7,772	\$8,724	
OFFICE SUPPLIES	\$2,000	\$1,491	\$1,900	
HOUSEKEEPING	\$100	\$50	\$80	
INSURANCE	\$5,030	\$4,732	\$5,030	
RENT	\$1	\$1	\$1	
MAINTENANCE (SPACE)	\$500	\$388	\$500	
COPIER LEASE & USAGE	\$1,000	\$824	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$60	\$117	\$75	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET/PHONE	\$550	\$271	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL OPERATING EXPENDITURE	\$17,720	\$15,646	\$17,860	
CAPITAL EXPENDITURE	2025 Budget	Totals YTD	2026 Draft Budget	
TECHNOLOGY	\$1,000		\$0	
OTHER - SPACE etc	\$0		\$0	
TOTAL CAPITAL EXPENDITURES	\$1,000		\$0	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
draft 11-19-25

MISCELLANEOUS	2025 Budget	Totals YTD	2026 Draft Budget	
ACCOUNTING & PAYROLL SERVICES:	\$3,765	\$3,135	\$3,885	Bundled all Financial Services including Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING				\$280 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS				
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.				to include ACH fees of \$3.50 * 26 etc.
990 PREPARATION & DEPRECIATION				400
W-2 PREPARATION				
1099 PREPARATION				\$30 + \$4 per recipient
INVESTMENT & ADVISORY FEES	\$0	-\$150	\$0	
PROFESSIONAL SERVICES - AUDIT etc	\$0		\$0	
PROFESSIONAL SERVICES - LEGAL etc	\$0		\$0	
MISCELLANEOUS Foundation/Scholarship	\$750	\$750	\$750	Foundation/Scholarship
TOTAL MISCELLANEOUS	\$4,515	\$3,735	\$4,635	
TOTAL OF PERSONNEL, LIBRARY MATERIALS, OPERATING, CAPITAL, & MISC. EXPENDITURES	\$171,110	\$138,633	\$172,628	
TOTAL EXPENDITURES	\$171,110	\$138,633	\$172,628	
Net Income (Loss)	-\$17,557		\$0	



The Friends of The Youngstown Free Library
Cordially Invite You and a guest to Our

ANNUAL HOLIDAY PARTY

Tuesday, Dec. 2nd
Cocktails 5:30-6:15
Dinner 6:30

Ray's Tavern

Dinner is \$36, includes salad, potato, veg, entrée, dessert & coffee. Gratuity also included
Dinner choices: Prime Rib, baked salmon, smothered chicken (mushrooms, onion, cheese)

Please RSVP by Nov 23rd

Kim Winning kkwinning@gmail.com/716-201-8677



New Information on Trustee Training

Attention:

To order to enable time for pre-registration, the Wednesday October 28th trustee training session is being re-set to December 3rd from 6-8.

This session is "Public Library Budgets, Construction, and the ADA."

PLEASE NOTE: Unlike past sessions, attendees will be sent a link to register, as well as the materials in advance. Thanks for your cooperation with the new system for registration. If you know, you know!

Trustee Training: Public Library Budgets, Construction, and the ADA

Wednesday, December 3, 2025

6:00 PM to 8:00 PM

Description:

On Wednesday, December 3rd, NIOGA presents "Trustee Training: Public Library Budgets, Construction, and the ADA" from 6-8PM, led by NIOGA's attorney, Stephanie Adams, and her team at the LOSA. As library infrastructure is renovated, it is important to consider requirements in the Americans with Disabilities Act. This session will review important considerations for budgeting, planning and constructing library renovations and new construction compliant with upcoming changes to ADA applications. We will also review simple techniques for promoting a culture of accessibility at your library. Attendees will receive a learning checklist of the sessions key take-aways, and a certificate of attendance.

Trustee Training conducted by

The Law Office of Stephanie Adams, PLLC

Join us for Youngstown's
**Christmas
in the Village**

Saturday, December 13, 2025
Youngstown Village Center
240 Lockport Street, Youngstown

Explore Village Center—there's fun waiting everywhere!

GYM:
4:00 PM - 8:00 PM
Vendor's Market &
Tree Display
Popcorn provided
by the Youngstown
Lions Club

CORA GUSHEE:
4:00 PM
Youngstown
Garden Club
Bouquet Making
Class
(RSVP ONLY)

PARKING LOT:
4:00 PM-8:00 PM
Food Truck

6:00 PM - 8:00 PM
Horse and Buggy
rides

BOARD ROOM:
5:00 PM - 7:00 PM
Cookie Decorating
& Craft

5:00 PM - 7:00 PM

Santa arrives by Youngstown Police Truck.

Listen to the Incipio Singers, a young-professional choral
collective from WNY as they carol around the Village Center.

7:30 PM

Christmas Tree Lighting!

Join us in front of the Village Center for a magical
evening as we light up our Christmas tree for the season!

YOUNGSTOWN GARDEN CLUB
FREE Holiday tours at the Historic Ontario House
December 13th -24th 1:00 PM - 7:00 PM

Visit our business district for shopping and holiday lights!