



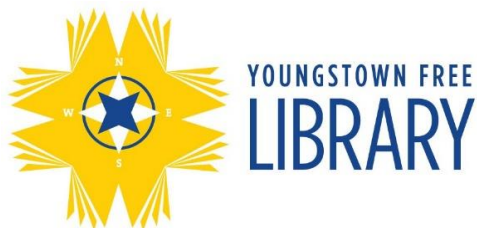
- **March 19<sup>th</sup> at 6pm** Webinar for Trustee Training by NIOGA “Open Meetings Law”

**Adjournment**

**Next Meeting:**

- 24 February 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.*



**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: NOVEMBER 25, 2024

TIME: 7:00 p.m.

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

**Absent:** Dr. Nancy Askins

**Call to Order:** 7:01 p.m.

**Comments from the Public:** None

**Minutes of the October 2024 Board Meeting**

- A motion was made by Mary and seconded by Shawn to accept the October 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 commended the Special Committee that planned the Library’s recent 75<sup>th</sup> anniversary celebration for a job well done. Karran shared the article and photo that was included in the most recent Sentinel newspaper. Karran asked Dave Smith to thank the Friends of the Youngstown Library for their help and support for the event.
- Senator Rob Ortt visited the Library last Friday for a Library Advocacy Meeting. Karran thanked the members of the Board and the Friends who were able to participate.

**Finance Report: Dave Smith**

- Expenses for the past month were in line with budget estimates. There is an anticipated budget overage of ~\$7,000 primarily due to digital loans, which have increased in volume over time (and with increased costs). This increase is reflected in the 2025 budget.
- The Library should be well-positioned to meet remaining obligations for the year.

**Correspondence Report: Shawn**

- Shawn will be preparing this month’s thank-you notes later this week.

**Director’s Report: Sonora**

- Sonora reported that inventory is almost complete; all materials have been scanned, and now the team is working on resolving issues. Sonora confirmed that the issue resolution process can be

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worked on with the help of volunteers. Sonora also shared that only a few libraries within the system have completed inventory tasks in recent years.

- Sonora shared information about books recently removed from the collection, the majority of which came from the juvenile non-fiction section. Many of the books were quite old (> 25 years in some cases). Sonora will rearrange the remaining section to improve visibility to titles.

#### **Friends of the Library: Dave Smith**

- Dave Smith shared updates from the most recent Friends meeting; new members were introduced and preliminary results from the Book Sale were discussed.
- The Friends Treasurer confirmed that the donation commitment to the Library would be able to be met this year.
- David Brooks will be working on an online book sale offering with Maggie Steyn from the Friends. David noted that the online store could be expanded to more materials than books.
- The Friends will be selling hot cocoa at Christmas in the Village on Dec. 14.
- The Friends annual dinner will be next Tuesday, Dec. 3.
- Plans for the Jug 5k run were discussed; it will be held on Feb 1.

#### **Old Business**

- Peter is working on plans for an event to open the time capsule that was created 25 years ago, and to reach out to anyone involved in its creation.
  - Dave Smith presented the draft budget for 2025. Discussion was held around several line items, particularly for expenses showing a larger increase for 2025 (such as programming, Hoopla, etc.). Sonora shared information on the challenges encountered with digital loans (which was also discussed during the Library Advocacy Meeting, as part of the eBooks Licensing Reform Initiative). Estimated revenue from grants is based on use of existing resources to support; Sonora noted there is significant funding available but would require additional experienced resources to support creating applications.
- A motion was made by Dave Smith and seconded by David Brooks to accept the budget as prepared, with the ability to make modifications if the Town of Porter contribution is confirmed to be different than what is currently noted in the draft budget. The motion passed.

#### **New Business**

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

- Peter shared the proposed Director job description for 2025 and provided each Trustee with a copy of the old and new descriptions to review. Karran asked each Trustee to provide feedback to Peter by December 20, so that the Personnel Committee may compile feedback and approve a new description by the January Board Meeting. Sonora shared that the new description reflects tasks that she currently performs as part of her role, including those were not included in the old description.

##### **Additional**

- Karran reminded the Board of upcoming events, especially the Dec. 14 Christmas in the Village event, and the Jan. 14 Youngstown Business and Professional Association dinner at Ray's Tavern.
- The Board will be holding the Annual Library Association Meeting on Jan. 27 at 6:30 p.m., to be followed by the regular January Board Meeting.

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- A motion to adjourn the meeting was made at 8:28 p.m. by Shawn and seconded by Dave Smith. The motion passed.

The next meeting of the Board will be held on January 27, 2025, at 6:30 p.m. (for the Annual Meeting, followed by the Board meeting at 7 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

### December Treasurer's Report

**December 31st, 2024**

#### **1. Revenues**

- Total revenue for December is \$112.64. This does NOT include the contribution from the FOYL (\$15,000.00) which was deposited after January 1<sup>st</sup>, 2025. As a result, there was a net income of -\$11,775.99 for December. If the FOYL contribution is considered, net income would have been \$3,224.01. Total annual income was \$151,742.78 (budget was \$154,710.00), including \$22,065.00 from the annual drive, \$70,000.00 from the TOP, \$24,080.00 in grants (including the \$20,000 Legislative Initiative), \$5,979.10 in gifts, and \$6,954.41 from Niagara County. Again, due to the timing of the FOYL deposit, there was a paper shortfall of \$6,836.05 for 2024.

#### **2. Expenditures**

- Expenses for December were \$12,593.44, in line with usual monthly expenses.
- Annual expenses exceeded budget by \$9,215.49 (\$162,948.49 versus \$153,733.00), primarily as a result of increased Library Materials (\$35,291.31 versus \$26,015.00). Personnel costs were \$2,692.00 below budget (thank you Sonora), operating costs were somewhat higher than expected (includes \$1,500 to paint the foyer).

#### **3. Investments**

- Our Morgan Stanley account stood at \$185,511.38 as of December 31<sup>st</sup>. With board approval, I would like to transfer at least \$5,000.00 from the FOYL contribution and at least \$50,000.00 from the 2025 TOP into the MS account.
- Our KEY Bank account stands at \$94,574.50 as of January 21<sup>st</sup>. Transferring out \$55,000.00 will leave ample funds to cover expenses through January, February, and part of March.
- The CFGB account stands at \$120,770.99 as of January 21<sup>st</sup>, 2025, with \$3,223.00 available for grants.

#### **4. Summary**

- Although 2024 shows a bookkeeping shortfall of \$6,836.05, with the FOYL contribution (\$15,5000 now deposited), the YFL is in good financial standing for 2025 and should be able to meet budgetary requirements for the year.

Respectfully submitted,  
David Smith, Treasurer

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

	Dec 31, 24
<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	-15,266.88
Total 1000 · Key Bank (First Niagara)	5,483.12
Petty Cash	100.00
Total Checking/Savings	5,583.12
Other Current Assets	
Morgan Stanley	
Morgan Stanley	185,511.38
Total Morgan Stanley	185,511.38
Total Other Current Assets	185,511.38
Total Current Assets	191,094.50
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
<b>TOTAL ASSETS</b>	<b>218,758.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,483.89
Total Accounts Payable	1,483.89
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	-11.07
Total 24000 · Payroll Liabilities	-11.07
Sales Tax Payable	14.61
Total Other Current Liabilities	3.54
Total Current Liabilities	1,487.43
Total Liabilities	1,487.43
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	222,201.75
Net Income	-6,836.05
Total Equity	217,270.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>218,758.13</b>

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

	<u>Dec 24</u>
Ordinary Income/Expense	
Income	
Annual Drive	-25.00
Gifts	99.26
Interest - Morgan Stanley	
Morgan Stanley Interest	38.38
Total Interest - Morgan Stanley	<u>38.38</u>
Total Income	112.64
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	6,960.78
5400 · Ancillary Benefit	384.62
5500 · Social Security & Medicare	576.83
NY State Disability	0.00
Worker's Compensation	774.00
5300 · Salaries (Bonus)	579.41
5600 · SUTA/FUTA	4.17
Total 5000 · Personnel	<u>9,279.81</u>
Materials & Services	
Digital Materials	525.73
Books	1,250.26
Subscriptions & Library Mbr Shp	29.27
Book Processing & Supplies	102.45
Copier Leasing & Usage	140.26
Internet/Telephone	74.62
Total Materials & Services	<u>2,122.59</u>
Operating Expenditures	
ALMS Fee	683.50
Office Supplies	25.54
Housekeeping	7.12
Copier Lease & Usage	140.27
Internet/Phone	74.61
Total Operating Expenditures	<u>931.04</u>
Miscellaneous Expenditures	
Accounting	260.00
Total Miscellaneous Expenditures	<u>260.00</u>
Total Expense	<u>12,593.44</u>
Net Ordinary Income	-12,480.80
Other Income/Expense	
Other Income	
Change in Fair Market Value	704.81
Total Other Income	<u>704.81</u>
Net Other Income	704.81
Net Income	<u><u>-11,775.99</u></u>



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

	Dec 24	Jan - Dec 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Friends of the Library	0.00	15,500.00
Annual Drive	-25.00	22,065.00
Fines /Copier /Fax	0.00	1,287.02
Gifts	99.26	5,979.10
Grant Funds	0.00	24,080.00
<b>Interest - Morgan Stanley</b>		
Morgan Stanley Interest	38.38	3,156.42
<b>Total Interest - Morgan Stanley</b>	38.38	3,156.42
<b>Local Library Service Aid</b>		
Miscellaneous	0.00	1,487.49
Niagara County	0.00	233.34
Town of Porter	0.00	6,954.41
Village of Youngstown	0.00	70,000.00
Village of Youngstown	0.00	1,000.00
<b>Total Income</b>	112.64	151,742.78
<b>Expense</b>		
<b>5000 · Personnel</b>		
5100 · Salaries (Gross)	6,960.78	88,976.87
5400 · Ancillary Benefit	384.62	4,990.44
5500 · Social Security & Medicare	576.83	6,851.06
Continuing Ed & Networking	0.00	32.00
NY State Disability	0.00	49.70
Worker's Compensation	774.00	883.00
Inservice & Memberships	0.00	170.00
5300 · Salaries (Bonus)	579.41	579.41
5600 · SUTA/FUTA	4.17	1,367.08
<b>Total 5000 · Personnel</b>	9,279.81	103,899.56
<b>Materials &amp; Services</b>		
Digital Materials	525.73	9,858.74
Audio Visual Materials	0.00	3,574.53
Books	1,250.26	7,976.01
Computer Software	0.00	430.03
Subscriptions & Library Mbr Shp	29.27	5,354.93
Book Processing & Supplies	102.45	2,619.30
Programming	0.00	3,776.13
Copier Leasing & Usage	140.26	1,032.64
Postage	0.00	24.61
Internet/Telephone	74.62	644.39
<b>Total Materials &amp; Services</b>	2,122.59	35,291.31
<b>Operating Expenditures</b>		
ALMS Fee	683.50	8,202.00
Office Supplies	25.54	2,131.30
Housekeeping	7.12	76.72
Insurance	0.00	4,901.35
Maintenance - Repairs	0.00	2,192.46
Copier Lease & Usage	140.27	1,032.73
Postage	0.00	34.85
Internet/Phone	74.61	644.32
<b>Total Operating Expenditures</b>	931.04	19,215.73
<b>Capital Expenditures</b>		
Technology	0.00	165.00
<b>Total Capital Expenditures</b>	0.00	165.00
<b>Miscellaneous Expenditures</b>		
Accounting	260.00	3,554.66
Bank Fees and Charges	0.00	3.50

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

	<u>Dec 24</u>	<u>Jan - Dec 24</u>
Miscellaneous - Other	0.00	818.73
<b>Total Miscellaneous Expenditures</b>	<u>260.00</u>	<u>4,376.89</u>
<b>Total Expense</b>	<u>12,593.44</u>	<u>162,948.49</u>
<b>Net Ordinary Income</b>	-12,480.80	-11,205.71
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Library Space		
Library Space Expenses	0.00	-76.98
<b>Total Library Space</b>	0.00	-76.98
Change in Fair Market Value	704.81	5,195.41
Vendor Collection Credit	0.00	1.23
<b>Total Other Income</b>	<u>704.81</u>	<u>5,119.66</u>
<b>Other Expense</b>		
Scholarship Funds	0.00	750.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>750.00</u>
<b>Net Other Income</b>	<u>704.81</u>	<u>4,369.66</u>
<b>Net Income</b>	<u><u>-11,775.99</u></u>	<u><u>-6,836.05</u></u>

**Youngstown Free Library**  
Reconciliation of Balance Sheet to Profit Loss  
December 2024

Total Income	\$ 112.64
Total Expenses	<u>\$ (12,593.44)</u>
Net Income (Loss)	<u><u>\$ (12,480.80)</u></u>

ASSET Summary

Total Assets as of	12/31/2024	\$ 218,758.13
Total Assets as of	11/30/2024	<u>\$ 230,919.48</u>
Change in Value of Assets from Last Period		\$ (12,161.35)

Non-Cash Items

Change in Payroll Liabilities	\$ 99.05
Change in Accounts Payable Liabilities	\$ 286.31
Change in Sales Tax Payable	\$ -
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (704.81)</u>
Total Change in Non-Cash Items	\$ (319.45)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (12,480.80)</u></u>
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REVENUE	2023 Budget	2024 Budget	AS OF MAR. 2024	AS OF JUNE 2024	AS OF AS OF SEPT. 2024	FINAL BUDGET 2024	Notes
TOWN OF PORTER	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	
NIAGARA COUNTY	\$7,250	\$6,950	\$0	\$0	\$6,954	\$6,954	
YOUNGSTOWN	\$1,000	\$1,000	\$0	\$0	\$0	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,260	\$144	\$144	\$1,487	\$1,487	
LEGISLATIVE INITIATIVE	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	
FRIENDS OF THE LIBRARY	\$16,000	\$22,000	\$15,500	\$15,500	\$15,500	\$15,500	Does not include \$15,000 deposited in January 2025
FINES/ COPIER/ FAX	\$2,200	\$1,500	\$451	\$821	\$1,111	\$1,287	
INTEREST	\$270	\$5,000	\$341	\$2,478	\$2,827	\$3,156	
GIFTS	\$11,000	\$10,750	\$2,156	\$5,225	\$5,242	\$5,979	
ANNUAL DRIVE	\$28,900	\$29,000	\$5,375	\$5,870	\$5,870	\$22,065	
MISCELLANEOUS	\$450	\$250	\$78	\$147	\$197	\$233	
GRANT FUNDS	\$5,000	\$5,000	\$620	\$3,620	\$3,620	\$4,080	
OTHER INCOME	\$0	\$2,000	\$0	\$0	\$0	\$0	
<b>TOTAL REVENUE</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$94,664</b>	<b>\$123,805</b>	<b>\$132,809</b>	<b>\$151,741</b>	
<b>EXPENDITURE</b>	<b>2023 Budget</b>	<b>2024 Budget</b>				<b>Final 2024 Budget</b>	
<b>PERSONNEL</b>							
SALARIES (GROSS)	\$86,702	\$90,363	\$19,674	\$42,885	\$64,537	\$88,977	
HEALTH BENEFIT	\$4,500	\$5,000	\$1,144	\$2,490	\$3,644	\$4,990	
SOCIAL SECURITY & MEDICARE	\$6,977	\$7,229	\$1,505	\$3,281	\$4,937	\$6,851	
CONTINUING EDUCATION & NETWORKING	\$100	\$100	\$0	\$32	\$32	\$32	
NEW YORK STATE DISABILITY /SUTA FUTA	\$700	\$2,550	\$894	\$1,349	\$1,627	\$1,417	
WORKERS COMPENSATION	\$800	\$850	\$0	\$109	\$109	\$883	
Inservice/Memberships	\$0	\$0	\$0	\$0	\$170	\$170	
SALARIES (Christmas bonus)	\$250	\$500	\$0	\$0	\$0	\$579	
<b>TOTAL PERSONNEL</b>	<b>\$100,029</b>	<b>\$106,592</b>	<b>\$23,239</b>		<b>\$75,056</b>	<b>\$103,900</b>	
<b>LIBRARY MATERIALS</b>							
HOOPLA (Digital Materials)	\$5,570	\$6,200	\$2,232	\$4,478	\$7,923	\$9,859	
A/V MATERIALS	\$3,800	\$3,500	\$1,689	\$2,241	\$2,556	\$3,575	
BOOKS	\$6,500	\$6,500	\$2,682	\$4,136	\$5,345	\$7,976	
SOFTWARE	\$300	\$350	\$0	\$430	\$430	\$430	
Suscriptions/Library Memberships	\$3,000	\$4,000	\$1,517	\$1,542	\$4,159	\$5,355	
BOOK PROCESSING & SUPPLIES	\$1,300	\$1,300	\$576	\$1,182	\$2,129	\$2,619	
PROGRAMMING	\$2,600	\$2,800	\$68	\$2,926	\$3,714	\$3,776	
PUBLICITY & PROMOTION	\$200	\$150	\$0	\$0	\$0	\$0	
COPIER LEASE & USAGE	\$840	\$840	\$268	\$508	\$708	\$1,033	
POSTAGE	\$30	\$45	\$25	\$25	\$25	\$25	
INTERNET & PHONE	\$280	\$330	-\$34	\$196	\$420	\$644	
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$24,420</b>	<b>\$26,015</b>	<b>\$8,998</b>	<b>\$17,665</b>	<b>\$27,409</b>	<b>\$35,291</b>	
<b>OPERATING EXPENDITURE</b>	<b>2023 Budget</b>	<b>2024 budget</b>				<b>Final 2024 Budget</b>	
ALMS FEE	\$7,680	\$8,202	\$2,051	\$4,101	\$6,152	\$8,202	
OFFICE SUPPLIES	\$750	\$1,500	\$427	\$1,041	\$1,589	\$2,131	
HOUSEKEEPING	\$70	\$90	\$21	\$35	\$35	\$77	
INSURANCE	\$3,800	\$4,500	\$0	-\$26	\$4,901	\$4,901	
RENT	\$1	\$1	\$0	\$0	\$0	\$0	
MAINTENANCE (SPACE)	\$580	\$700	\$0	\$0	\$401	\$2,192	includes Foyer Painting
COPIER LEASE & USAGE	\$840	\$840	\$268	\$508	\$708	\$1,033	
POSTAGE	\$30	\$45	\$25	\$35	\$35	\$35	
INTERNET/PHONE	\$280	\$330	-\$34	\$196	\$420	\$644	
<b>EXPENDITURE</b>	<b>\$14,031</b>	<b>\$16,208</b>	<b>\$2,757</b>	<b>\$5,890</b>	<b>\$14,240</b>	<b>\$19,215.73</b>	
<b>CAPITAL EXPENDITURE</b>							
TECHNOLOGY	\$980	\$1,113	\$165	\$165	\$165	\$165	
OTHER - SPACE etc	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$980</b>	<b>\$1,113</b>	<b>\$165</b>	<b>\$165</b>	<b>\$165</b>	<b>\$165</b>	

<b>MISCELLANEOUS</b>							
ACCOUNTING & PAYROLL SERVICES:	\$3,400	\$3,562	\$815	\$1,995	\$2,515	\$3,555	
BANK FEES	\$0	\$0		\$0	\$4	\$4	
PROFESSIONAL SERVICES - AUDIT etc	\$0	\$0		\$0		\$0	
PROFESSIONAL SERVICES - LEGAL etc	\$470	\$470		\$0		\$0	
MISCELLANEOUS Foundation/Scholarship	\$0	\$750		\$0	\$819	\$820	
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,870</b>	<b>\$4,782</b>	<b>\$815</b>	<b>\$1,995</b>	<b>\$3,337</b>	<b>\$4,377</b>	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$12,735</b>	<b>\$25,715</b>	<b>\$45,075</b>	<b>\$59,051</b>	
<b>TOTAL EXPENDITURES (Personnel and Operating Expenditures)</b>	<b>\$143,330</b>	<b>\$154,710</b>	<b>\$35,974</b>	<b>\$76,030</b>	<b>\$120,208</b>	<b>\$162,948</b>	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,984</b>	<b>\$47,775</b>	<b>\$12,601</b>	<b>-\$11,209</b>	Does not include \$15,000 FOYL)

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025**  
 (approved November 25, 2024)

<b>REVENUE</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	<i>All revenue &amp; expenditure line items assume 36 Library open hours per week for 2025.</i> <b>Notes</b>
TOWN OF PORTER	\$70,000	\$70,000	\$72,100	\$2,100 increase in 2025
NIAGARA COUNTY	\$6,950	\$6,954	\$6,950	
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,487	\$1,260	
LEGISLATIVE INITIATIVE	\$0	\$20,000	\$17,557	
FRIENDS OF THE LIBRARY	\$22,000	\$25,957	\$22,043	\$5543 rolled over from Friends in 2024
FINES/ COPIER/ FAX	\$1,500	\$1,287	\$1,200	reduction due to going fine-free in July 2024
INTEREST	\$5,000	\$3,156	\$6,500	
GIFTS	\$10,750	\$5,979	\$7,000	
ANNUAL DRIVE	\$29,000	\$22,065	\$29,000	
MISCELLANEOUS	\$250	\$233	\$250	
GRANT FUNDS	\$5,000	\$4,080	\$5,500	
OTHER INCOME	\$2,000	\$750	\$750	Ruby Carey foundation/scholarship
<b>TOTAL REVENUE</b>	<b>\$154,710</b>	<b>\$162,950</b>	<b>\$171,110</b>	

**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025**  
(approved November 25, 2024)

<b><u>EXPENDITURE</u></b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	<b>Notes</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$90,363	\$88,977	\$97,700	total staff FTE 2.13
HEALTH BENEFIT	\$5,000	\$4,990	\$5,250	+\$250 for 2025
SOCIAL SECURITY & MEDICARE	\$7,229	\$6,851	\$7,815	calculated at 8% gross salaries
CONTINUING EDUCATION & NETWORKING MEMBERSHIPS	\$100	\$202	\$200	YBPA membership, staff continuing ed. workshops, etc.
NEW YORK STATE DISABILITY /SUTA FUTA	\$2,550	\$1,417	\$2,550	calculated at 2.6% gross salaries
WORKER'S COMPENSATION	\$850	\$883	\$200	
SALARIES (Christmas bonus)	\$500	\$579	\$500	
<b>TOTAL PERSONNEL</b>	<b>\$106,592</b>	<b>\$103,900</b>	<b>\$114,215</b>	
<b>LIBRARY MATERIALS</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	
HOOPLA (Digital Materials)	\$6,200	\$9,859	\$10,500	
A/V MATERIALS	\$3,500	\$3,575	\$3,500	
BOOKS	\$6,500	\$7,976	\$7,250	
SOFTWARE	\$350	\$430	\$450	includes software for patron computers, staff computers, & donation software
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000	\$5,355	\$4,500	all patron periodicals and newspapers
BOOK PROCESSING & SUPPLIES	\$1,300	\$2,619	\$2,000	
PROGRAMMING	\$2,800	\$3,776	\$3,750	
PUBLICITY & PROMOTION	\$150	\$0	\$100	
COPIER LEASE & USAGE	\$840	\$1,033	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$45	\$25	\$60	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET & PHONE	\$330	\$644	\$550	pro-rate at 50% between services (for programming, etc.) & operating
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$26,015</b>	<b>\$35,291</b>	<b>\$33,660</b>	

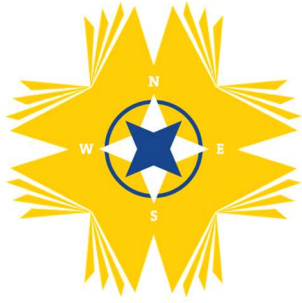
**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025**  
 (approved November 25, 2024)

<b>OPERATING EXPENDITURE</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	
ALMS FEE	\$8,202	\$8,202	\$8,479	
OFFICE SUPPLIES	\$1,500	\$2,131	\$2,000	
HOUSEKEEPING	\$90	\$77	\$100	
INSURANCE	\$4,500	\$4,901	\$5,030	
RENT	\$1	\$0	\$1	
MAINTENANCE (SPACE)	\$700	\$2,192	\$500	
COPIER LEASE & USAGE	\$840	\$1,033	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$45	\$35	\$60	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET/PHONE	\$330	\$644	\$550	pro-rate at 50% between services (for programming, etc.) & operating
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$16,208</b>	<b>\$19,216</b>	<b>\$17,720</b>	
<b>CAPITAL EXPENDITURE</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	
TECHNOLOGY	\$1,113	\$165	\$1,000	
OTHER - SPACE etc	\$0	\$0	\$0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,113</b>	<b>\$165</b>	<b>\$1,000</b>	



**YOUNGSTOWN FREE LIBRARY BUDGET FOR 2025**  
(approved November 25, 2024)

<b>MISCELLANEOUS</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	
ACCOUNTING & PAYROLL SERVICES:	<b>\$3,562</b>	<b>\$3,555</b>	<b>\$3,765</b>	Bundled all Financial Services including Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING				\$270 * 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	<b>\$0</b>	<b>\$4</b>	<b>\$0</b>	Morgan Stanley & Merrill Lynch fees
PROFESSIONAL SERVICES - AUDIT etc	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
PROFESSIONAL SERVICES - LEGAL etc	<b>\$470</b>	<b>\$0</b>	<b>\$0</b>	
MISCELLANEOUS Foundation/Scholarship	<b>\$750</b>	<b>\$820</b>	<b>\$750</b>	Foundation/Scholarship
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,782</b>	<b>\$4,378</b>	<b>\$4,515</b>	
<b>TOTAL OF PERSONNEL, LIBRARY MATERIALS, OPERATING, CAPITAL, &amp; MISC. EXPENDITURES</b>	<b>\$154,710</b>	<b>\$162,949</b>	<b>\$171,110</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$154,710</b>	<b>\$162,949</b>	<b>\$171,110</b>	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



# Youngstown Free Library

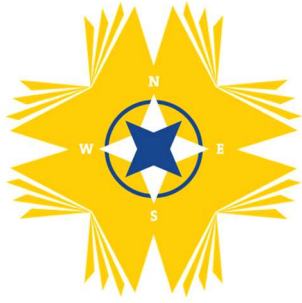
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## Director's Report

January 2025

### FAST FACTS ABOUT THE LIBRARY

- **2025 in-person and phone hours**
  - Mondays: 2:00 – 8:30 PM
  - Tuesdays: 9:30 – 8:30 PM
  - Wednesdays: 2:00 – 8:30 PM
  - Thursdays: 2:00 – 6:00 PM
  - Fridays: 10:00 – 2:00 PM
  - Saturdays: 10:00 – 2:00 PM
- **Library checkouts**
  - 21,289 physical books, magazines, and movies available for checkout
  - Close to 20,000 digital books, audiobook, magazines, movies, tv shows, and music available for digital checkout
  - Wireless hotspots and SAD sunlamps available for checkout
  - Community museum passes available for checkout
  - Home delivery available for those isolating or homebound
  - Inter-library deliveries from 21 Nioga libraries arrive three times a week
- **Free Internet access**
  - Wi-Fi extender strengthens signal through the building's walls to reach the entire parking lot 24/7; no password required
- **Current Library programs**
  - Afternoon Book Club
  - Evening Book Club
  - Non-Fiction Book Club
  - Tabletop Gaming Group
  - Town of Porter Story Hour
- **Current Library outreach**
  - The Children's House (Montessori preschool in Youngstown)
  - "One District, One Book" partnering with Lew-Port schools
  - Tech Help at the Lewiston Senior Center
- **Library services**
  - 3 public computers with Office, Internet, and printing available for patron use
  - Printing, copying, scanning, and faxing services
  - Battery recycling available
  - Jigsaw puzzles available
  - Period products available free of charge in the public bathroom
  - Naloxone & fentanyl testing strips available free of charge in the public bathroom
  - Programming room available for community groups to use
  - Tax forms and instructions provided Feb. 1 – April 15
  - Art gallery showcasing local artists
  - Nearly New Book Sale for the public year-round



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### FUNDRAISING

The Stone Jug 5K is expanding its February race options to benefit the Library this year. Please join us on Saturday February 1, 2025 for the 4th Annual Stone Jug 5K! This beautiful and scenic run travels right through the Village, and this year you have three ways to join the fun while supporting the Youngstown Free Library.

The 5K race starts at 11 AM on Main Street in front of the Ontario House and finishes inside the back parking lot of the Jug. In past years, over 100 runners have competed in this race!

- 5K Registration: \$35 at <https://ontariohouse5k.itsyourrace.com/>

### NEW FOR 2025!

Not up for 3.1 miles but would still like to support the Library and join the fun? The 1.4-Mile Fun Walk starts at 11 AM in front of the Stone Jug and finishes inside the back parking lot of the Jug.

- 1.4-Mile WALK Registration: \$35 at <https://ontariohouse5k.itsyourrace.com/>

### NEW FOR 2025!

Kids 12 and under are invited to the Youngstown Free Library on race day for a ½-mile Kids' Fun Run! The Kids' Fun Run starts at 10:30 AM at the Library and finishes at the Library as well. All participants receive a finisher medal and post-race snacks at the Library.

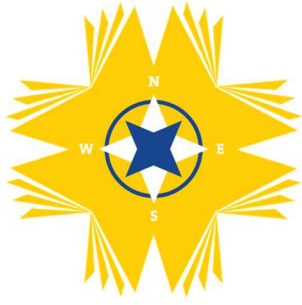
- Kids' ½-Mile Fun Run Registration: \$15 at <https://ontariohouse5k.itsyourrace.com/>

Sponsors for the race this year include Stone Jug, Nucci Financial Group, Amazing Outlooks Travel Agency, and Anonymous. Thank you to all the sponsors for supporting the Youngstown Free Library.

### LIBRARY ADVOCACY



This fall, Senator Ortt and Assemblyman Morinello met with library advocates, including folks representing the Youngstown Free Library. It was a chance to discuss library



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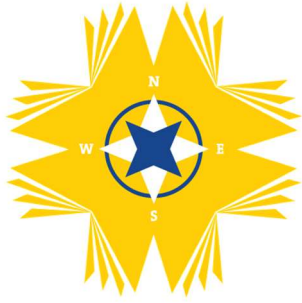
funding, equity, and freedom from censorship. Thank you to everyone who attended these meetings!

## PROGRAMS

### o Afternoon Book Club



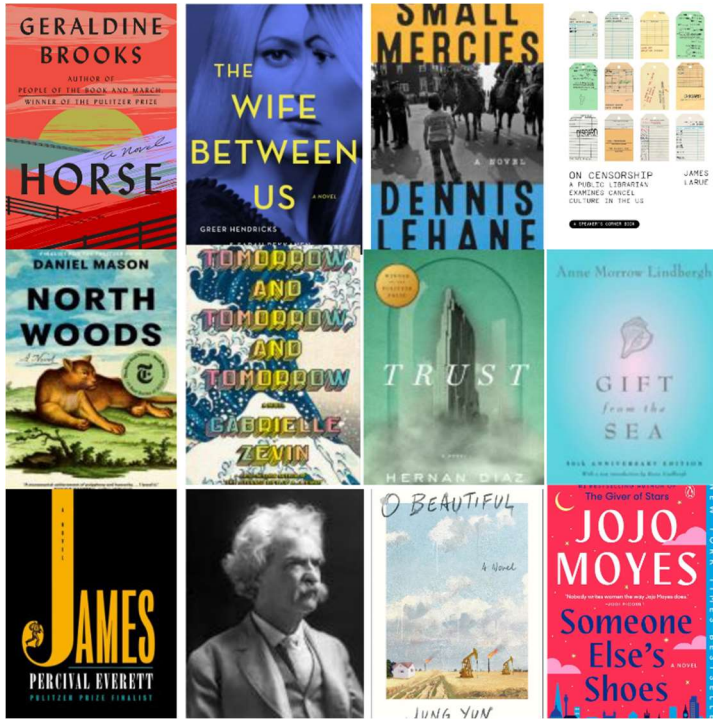
- January group discussed *The Book Woman's Daughter* by Kim Michele Richardson
- February book will be *The Awakening* by Kate Chopin



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## o Evening Book Club



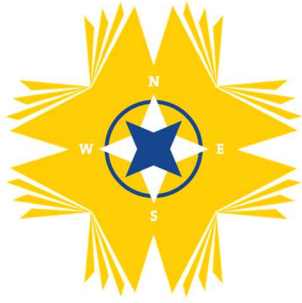
- January group discussed *How to Keep House While Drowning* by KC Davis
- February book will be *The Women* by Kristin Hannah

## o Non-Fiction Book Club



- December group discussed *The Shortest History of Israel and Palestine: From Zionism to Intifadas and the Struggle for Peace* by Michael Scott-Baumann
- February book will be *Of Boys and Men* by Richard V. Reeves

- o Town of Porter Story Hour
  - 2 morning storytimes for ages 2-5 every week when school is in session
- o One District, One Book voting
  - Being held at the Library January 24 - January 31
  - Brings elementary school voters to the Library



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### **PUBLICITY UPDATES**

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

Facebook: 1,571 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 760 followers: <https://www.instagram.com/youngstownfreelibrary>

### **STAFF**

All staff members' PTO and NYS sick leave has been calculated for 2025 according to the Personnel Policy.

As of the end of January, all staff members will have completed their required sexual harassment workshop for the year.

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.

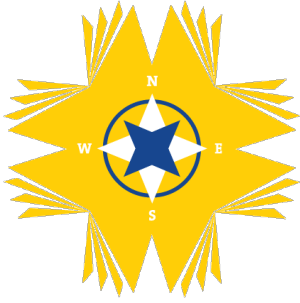
## **January 2025 FOYL**

### **Liaison Report**

The Friends Board did not meet in December 2024 and held their annual/regular meeting on January 15<sup>th</sup>, 2025. Kim Winning opened the meeting by announcing confirmed new board members Ron and Toni Marie Peters and Seth Phillips (with an assist to Amanda Phillips). Unfortunately, she also had to announce the resignation of Cheryl Milicia and that Michelle Wesley will have to limit her contributions to assembling/distribution of the newsletter.

- The 2025 Board positions were voted on and approved. Kim Winning-President, Chris Schwartz, Vice president, Maggie Steyn-Treasurer, Devon Tower-Recording Secretary.
  - Maggie presented the annual and January Treasury reports. 2024 showed a net gain of \$10,562.50 (representing a very good year for fund raising) and that the FOYL have \$12,839.64 that must be either contributed to the YFL or rolled into a CD to maintain their non-profit status. The FOYL voted to contribute additional funds to the YFL. Maggie also provided membership numbers for 2024 as compared to previous years (lower membership numbers but much greater response in donor contributions). Maggie also allowed that Ebay sales have not yet begun.
  - Sonora presented the Director's Report (like the one she will present here tonight).
  - YFL Board Liaison presented the November 2024 YFL Board Liaison Report.
  - FOYL gave away hot chocolate and cider (a crowd favorite) at Xmas in the Village. New member Seth Phillips volunteered to work the table, assisted by Kim Winning, Peter Pfohl, and myself. FOYL collected \$100.00 in donations.
  - The Annual FOYL Board dinner was held on Dec. 3<sup>rd</sup>. at the Ontario House. It was a very nice dinner, with 25 attendees. Bill Siddall was awarded the "Mary Andrus Award for Exceptional Service to the Friends" award.
  - Plans for the Stone Jug 5K Run were discussed. Volunteers for many different duties are needed for that day (consider how much FOYL does for YFL). Contact any of the FOYL Board members if you can help.
  - Other upcoming events were discussed, including the Chili Cookoff on February 9<sup>th</sup>, 1-4pm at Bandanas (please attend), St. Patrick's Day Parade, Membership Drive in March. Kim also asked for member ideas for other events (Boozy Bingo).
  - Board member Jill Mazur discussed the upcoming Membership Drive SWAT in March. She presented the figures on the success of the Annual Drive mailing and laid out plans for the March SWAT Membership mailing.
- The meeting adjourned at approximately 8:30pm. The next meeting is February 19<sup>th</sup>, at 7PM.

Submitted,  
Dave Smith, FOYL Board Liaison



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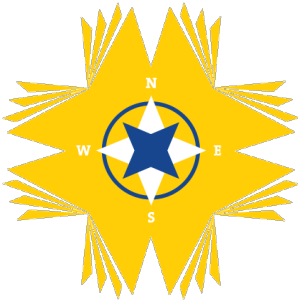
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### 2025 LIBRARY BOARD OF TRUSTEES MEETINGS

Monday, January 27	6:30 PM	Annual Meeting*
Monday, January 27	7 PM	Board of Trustees Meeting*
Monday, February 24	7 PM	Board of Trustees Meeting
Monday, March 24	7 PM	Board of Trustees Meeting*
Monday, April 28	7 PM	Board of Trustees Meeting
Monday, May 19	7 PM	Board of Trustees Meeting*
Monday, June 23	7 PM	Board of Trustees Meeting
Monday, July 28	7 PM	Board of Trustees Meeting
August		NO MEETING
Monday, September 22	7 PM	Board of Trustees Meeting*
Monday, October 27	7 PM	Board of Trustees Meeting
Monday, November 24	7 PM	Board of Trustees Meeting*
December		NO MEETING

\* Reports are due for these meetings.





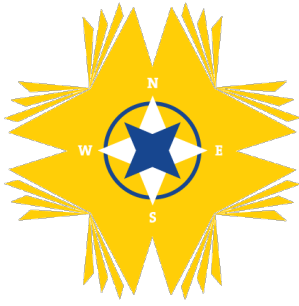
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## 2025 CLOSURES FOR HOLIDAYS

New Year's Day	Wednesday	January 1
MLK Day	Monday	January 20
Presidents' Day	Monday	February 17
Memorial Day weekend	Saturday	May 24
Memorial Day	Monday	May 26
Juneteenth	Thursday	June 19
Independence Day	Friday	July 4
Labor Day weekend	Saturday	August 30
Labor Day	Monday	September 1
Indigenous People's Day/Columbus Day	Monday	October 13
Veterans Day	Tuesday	November 11
Close at 5 PM on Thanksgiving Eve	Wednesday	November 26
Thanksgiving	Thursday	November 27
Day after Thanksgiving	Friday	November 28
Close at 5 PM on Dec. 23	Tuesday	December 23
Christmas Eve	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve	Wednesday	December 31

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	____/____/2025



# Youngstown Free Library

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## **Draft of updated JOB TITLE: Library Director 1/13/25 by Sonora Miller**

### **GENERAL DESCRIPTION:**

The Librarian for today and tomorrow must be forward-looking and understand what is required to provide sustainable services to our community. The Library Director embraces both physical and digital libraries, and is knowledgeable in both physical and digital information management skills. In addition, skills in the areas of communication, teamwork, as well as an understanding of the library/non-profit industry are important. The Director must be available as a resource to all users no matter who they are, cheerfully problem-solving and information-gathering for patrons' questions. It is a job for a team player and a good problem-solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with Nioga, the Director performs professional and administrative duties in planning, developing, implementing, directing public library services, programming, collections, technology, administrative duties, staff supervision, and facilities management for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

### **QUALIFICATIONS:**

#### ***Required Knowledge, Skills, and Responsibilities***

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

Knowledge of Nioga's circulation and cataloging system, personal tech devices, library's website, word processing, database management software, copy/scan/fax machine, and cloud storage.

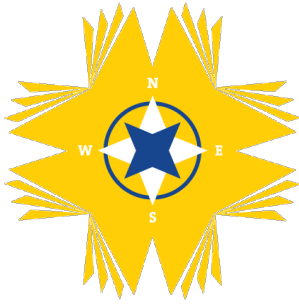
Ability to evaluate and use databases and online/offline tools for collection management, administrative work, and reference questions.

Working knowledge of budgetary and accounting processes.

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, both verbally and in writing.

Ability to keep accurate records.



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Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

### ***Education, Experience, and Training***

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

### ***Essential Functions and Responsibilities***

Oversees and directs the Library's operations including public services, programming, collections, technology, administration, staff, and facilities management.

### ***Work with the Library Board of Trustees***

Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and strategic plan of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

Prepares a regular narrative Director's report and statistical reports for the Library Board of Trustees. At the January meeting, the Director will prepare and present an Annual Report to the community and the Board of Trustees.

Provides professional expertise and guidance to the Board of the Trustees, and serves on selected Board of Trustee committees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings.



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Attends other meetings as required.

### **Library Services**

Oversees the selection, addition, maintenance, preservation, and disposal of materials of the Library's collection, develops policies in relation to the selection and purchase of all Library purchases.

Administers or supervises library activities, programs, and services.

Collects and maintains data regarding the operations, performance, and usage of the library.

Ensure a welcoming atmosphere and high-quality customer service to patrons.

### **Public Relations & Collaboration**

Directs a public relations program to promote and publicize the library's collections, services, and programs.

Maintains or supervises maintenance of the Library's website, social media accounts, and searchable business listings.

Speaks before local groups and represents the Library at local business meetings.

Collaborates with the Friends of the Library organization in promoting the Library to the community.

Directs, attends, and participates in a variety of Nioga meetings, workshops, and seminars.

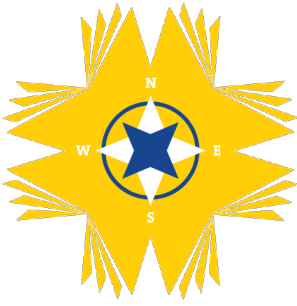
### **Facilities Management**

Interacts with the appropriate Village employees for the maintenance of the Library's building.

Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

Maintains or supervises maintenance of Library utilities, appliances, furnishings, equipment, and technology.

Coordinates emergency closure procedures.



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### ***Supervision***

Hires, trains, supervises, monitors, and evaluates the performance of employees.

Coordinates ongoing NYS training requirements for self and staff.

Sets and maintains up-to-date working schedule for employees.

Administers the volunteer program.

### ***Budget and Money Management***

Prepares an annual budget with the Treasurer and Finance Committee for Library Board approval; manages operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Prepares payroll for accountant, and manages sick and PTO calculations and communication with staff about payroll.

Responsible for making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

Works with grants committee to create and manage grant requests from state and federal agencies and non-profit foundations.

Administers grant funds upon award.

### ***Library Policies and Procedures***

Assists the Board of Trustees in the development and review of Library policies.

Develops and trains staff in all procedures.

### ***Other***

Performs other related duties as assigned.

## 2024 Library Board Trustees

The current Board of Trustees comprises seven (7) volunteer members. Each term of a Board Member is three (3) years. Terms begin and end at the annual meeting, held in late January.

**PRESIDENT: Karran Swayze**

**VICE PRESIDENT: David Brooks**

**TREASURER: Dave Smith**

**RECORDING SECRETARY: Mary Clinch**

**CORRESPONDING SECRETARY: Shawn D'Luhy**

**Dr. Nancy Askins**

**Peter Pfohl**

## 2024 Library Committees

### **EXECUTIVE COMMITTEE:**

Karran Swayze, David Brooks, Dave Smith, Mary Clinch, Shawn D'Luhy

### **NOMINATING & MEMBERSHIP COMMITTEE:**

Chairperson: David Brooks  
Shawn D'Luhy, Dr. Nancy Askins

### **FINANCE COMMITTEE:**

Chairperson: Dave Smith  
Karran Swayze, Peter Pfohl, Sonora Miller (Library Director)

### **PERSONNEL COMMITTEE:**

Chairperson: Peter Pfohl  
Mary Clinch, Shawn D'Luhy, Karran Swayze, Sonora Miller (Library Director)

### **HISTORICAL:**

David Brooks

### **SCHOLARSHIP COMMITTEE:**

Chairperson: Karran Swayze  
Mary Clinch, Colleen Stortecki (Friends of the Library), Colleen Summerville (Friends of the Library), Jan Howard (community member)

### **FRIENDS OF THE LIBRARY LIAISON:**

Dave Smith

### **COMMUNICATIONS & PUBLIC RELATIONS:**

Chairpeople: Dr. Nancy Askins  
Karran Swayze, Sonora Miller (Library Director)



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### Library Board of Trustees Code of Ethics

In order to conduct ourselves in accordance with the highest ethical standards and to ensure that a fair, honest, transparent and collegial process is followed, members of the Board of Trustees of the Youngstown Free Library agree to observe the following Code of Ethics.

Members of the Board of Trustees of the Youngstown Free Library Board shall:

- Acknowledge that Trustees are equally entrusted with creating policy, overseeing finances and sharing the responsibility for decision making as is required by the basic rules of parliamentary procedure.
- Work with and respect the opinions of peers who serve on this Board and behave in such a way that shows respect for others including refraining from unwelcome conduct, comment, gesture, contact or behavior which is likely to cause offence or humiliation.
- Work cooperatively with other Trustees; accept formal decisions, positions and policies of the Board majority even if personally disagreed with in whole or in part; and support that stance in public statements or actions.
- Speak on behalf of the Library only when designated by the Chair or the Board as a whole.
- Refrain from intruding on administrative issues that are the responsibility of the Director and staff while carrying out the Board's governance role as overseer of the Library's assets, ensuring that the public's best interests are served, and holding management accountable for the Library's operations and service to the public.
- Be aware of, consult and abide by the Library's By-laws, working policies and all applicable laws, regulations and guidelines of the municipality, State and State Education Department as they apply to the management of Libraries.
- Carry out the duties as a member and or officer as is required by the By-Laws and policies of this organization.
- Declare potential conflict of interest and refrain from discussion and voting when applicable.  
See Conflict of Interest Policy.
- Work within a committee system to research and recommend action to the Board. Share all pertinent facts with the Board so that an informed decision can be made by all.
- Adopt clear, documented processes with equal access to information.



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

- Keep confidential information confidential.
- Refrain from using property, materials and equipment that belong to the Library for personal use.
- Ensure that there is no discrimination in any action by reason of race, religious belief, gender, color, mental or physical disability, age, family status, source of income or sexual orientation.
- Abide by this Code of Ethics.

Failure to abide by this Code of Ethics may result in removal from the Board.

I have read this Code of Ethics and agree to follow it during my tenure as a Board member.

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Signature

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Date





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### Conflict of Interest

The Youngstown Free Library recognizes its obligations, under the provisions of New York General Municipal Law, to adopt a Conflict of Interest Policy to avoid any situation in which the existence of simultaneous, conflicting interest of any Library Trustee or employee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere to all applicable provisions of law regarding material conflicts of interest.

#### Gifts

No Trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, from any person or organization doing business or intending to do business with the library, or rewarding a library employee or trustee for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

#### Representation before the Board

A Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.

#### Disclosure of Interests in Contracts

To the extent known, any Trustee or employee of The Youngstown Free Library who has, or will have, or subsequently acquires any interest in any contract, including purchase agreements, lease agreements or any other agreement including oral agreements with The Youngstown Free Library shall publicly disclose the nature and extent of such interest in writing to the Library Director and Board of Trustee President as soon as he or she has knowledge of such actual or prospective interest.

#### Investments in Conflict with Official Duties

No Trustee or employee of The Youngstown Free Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties of The Youngstown Free Library.



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### **Certain Real Property Interests Prohibited**

No Trustee or employee of The Youngstown Free Library who has or will have an interest in any property, either individually or as a Trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of such property if such a transaction would create or appear to create a conflict with his or her official duties. The term "participate" shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

In all cases of potential or actual conflict, The Youngstown Free Library shall be made aware of the situation by the person in conflict by written disclosure.

Additionally, Trustees or employees of The Youngstown Free Library who have, or will have an interest in any property adjacent to the property of the Library, must inform The Youngstown Free Library of such interest by written disclosure.

If the acquisition of adjacent property would result or reasonably be perceived to result in a conflict of interest, the employee or Trustee must recuse him/herself. This shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

### **Prohibited Conflicts of Interest**

No Youngstown Free Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is a Trustee or employee when such Library Trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under contract, or appoint a Trustee or employee who has any of the powers or duties set forth above; and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of Library funds of which he or she is a Trustee or employee.

The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

### **Certain Prohibited Actions**

No person employed by The Youngstown Free Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family without the prior approval of the Library Director. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, the Library Director shall provide supervision on a case by case basis.

### **Private Employment**



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No Trustee or employee of The Youngstown Free Library shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

### **Future Employment**

No Trustee or employee of The Youngstown Free Library shall, after the termination of service or employment with the Library or Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

This shall not bar or prevent the timely filing by a present or former Youngstown Free Library Trustee or employee of any claim, account, demand or suit against The Youngstown Free Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### **Use of Library Property**

No Youngstown Free Library Trustee or employee shall use or permit the use of property, owned or leased to The Youngstown Free Library, for anything other than official purposes or for activities not otherwise officially approved by The Youngstown Free Library Board of Trustees.

### **Duty to Disqualify**

It is incumbent upon any Youngstown Free Library Trustee or employee, whether paid or unpaid, to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.

### **Duty to Report Conflicts of Interest**

In the event that any Youngstown Free Trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to The Youngstown Free Library Board of Trustees.

Any resolution of such conflict by the Board shall hold Youngstown Free Library's interest paramount, as well as maintain the Board's integrity in its governing role.

### **Duty to Report Violations of this Policy**

Any Library Trustee or employee knowing of or suspecting a direct or indirect conflict of interest and violation of this policy, is encouraged to report the matter,



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either in confidence or in public, to the Library Director or The Youngstown Free Library Board of Trustees. Any resolution of such conflict by the Library Board of Trustees shall hold The Youngstown Free Library's interest paramount, as well as maintain the Library Board's integrity in its governing role.

### **Distribution of the Youngstown Free Trustee and Employee Conflict of Interest Policy**

The Youngstown Free Library Board of Trustees shall sign and distribute a copy of the Conflict of Interest Policy to every Trustee and employee of The Youngstown Free Library. Each Trustee and employee elected or appointed thereafter shall be furnished a copy to sign before entering upon the duties of his or her office or employment.

### **Penalties**

In addition to any penalty contained in any other provision of Law, a Youngstown Free Library Trustee or employee who shall knowingly and intentionally violate any of the provisions of this Code of Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and/or dismissal in the manner determined by the Director and/or Board of Trustees as appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major

channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)  
Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)  
The Association of American University Presses (<http://www.aaupnet.org/>)  
The Children's Book Council (<http://www.cbcbooks.org/>)  
Freedom to Read Foundation (<http://www.ftrf.org>)  
National Association of College Stores (<http://www.nacs.org/>)  
National Coalition Against Censorship (<http://www.ncac.org/>)  
National Council of Teachers of English (<http://www.ncte.org/>)  
The Thomas Jefferson Center for the Protection of Free Expression

Signed: \_\_\_\_\_ . Date: \_\_\_\_\_

## Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

**(/offices/oif)**

Signed: \_\_\_\_\_ . Date: \_\_\_\_\_



## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Signed: \_\_\_\_\_ . Date: \_\_\_\_\_



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### Whistleblower Protection

Any Youngstown Free Library staff member or volunteer who reports waste, fraud, or abuse at the Library will not be fired or otherwise retaliated against for making the report.

The report will be investigated and if determined not to be waste, fraud or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems—including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

To report suspected waste, fraud or abuse, a written report should be filed with the Library Director. If it would be inappropriate to make the report to the Library Director, a report may be filed with any Board member.

An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.

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Signature

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Date



Friends of the  
Youngstown  
Free Library

# **BANDANA'S SUPER BOWL SUNDAY**

# **CHILI COOKOFF**

**Super Bowl Sunday February 9th**

**1:00 - 4:00 PM**

**Bandana's Bar and Grill**

**930 Lake Road, Youngstown NY**

\$10 to sample more than a dozen chilis and  
vote for the best! 50/50! Fun! All proceeds to  
Friends of the Youngstown Free Library.

## Descriptions

On Wednesday, March 19th, NIOGA presents **“Trustee Training: Sharpen your Open Meetings Law Game”** from 6-8PM, led by NIOGA’s attorney, Stephanie Adams, and her team at the LOSA. All public libraries, including association libraries, have to follow the “Open Meetings Law.” This law creates precise requirements for: providing access to board meeting materials, announcing board meetings, conducting board meetings, and posting board minutes. Join us for a review of the fine points and to gain confidence about conducting your meetings with “OML” compliance. Attendees will receive a learning checklist of the sessions key take-aways, and a certificate of attendance.

On Wednesday, March 26th, NIOGA presents **“Trustee Training: First Amendment Fundamentals for Library Trustees”** from 6-8PM, led by NIOGA’s attorney, Stephanie Adams, and her team at the LOSA. Public libraries must honor the First Amendment, and also are protected by it. This session will cut through the legalese and set out important First Amendment concepts for Public Library trustees. During our time together, we will pay attention to the distinction between association libraries and public libraries, and review how the First Amendment fits into the information access and intellectual freedom every library provides. Attendees will receive a learning checklist of the sessions key take-aways, and a certificate of attendance.

On Wednesday, October 8th, NIOGA presents **“Trustee Training: Library Trustees and Local Government: Good Practices for Great Relationships”** from 6-8PM, led by NIOGA’s attorney, Stephanie Adams, and her team at the LOSA. No matter what type of library it is leading, it is important for a board of trustees to have a positive relationship with local government. This session will review legal considerations of working with municipalities, as well as tips and tricks for creating and maintaining a positive relationship (or for healing a rift if one has emerged). Attendees will receive a learning checklist of the sessions key take-aways, and a certificate of attendance.

On Wednesday, October 22nd, 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.