

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**March 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 Reg. Board Meeting February 24, 2025** Mary Clinch

**Reports**

President's Remarks	Karran Swayze
Treasurer's Report	David Smith
Correspondence	Shawn D'Luhy
Director's Report	Sonora Miller
Friends of the Youngstown Library	David Smith
Special Committee on 75 <sup>th</sup> Celebration	Dr. Nancy Askins

**Old Business**

- Review of Library Policies

**New Business**

**Upcoming Events**

- **March 26<sup>th</sup> at 6pm** Webinar for Trustee Training by NIOGA 1<sup>st</sup> Amendment Fundamentals
- **April 16<sup>th</sup> at 6pm Rescheduled** Webinar for Trustee Training by NIOGA "Open Meetings Law"

**Adjournment**

**Next Meeting:**

- 24 April 22, 2025 @ 7:00 pm

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**DRAFT**

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: FEBRUARY 24, 2025

TIME: 7:00 p.m.

**Present:** Karran Swayze, Mary Clinch, David Brooks, Peter Pfohl, Director Sonora Miller

**Absent:** Shawn D’Luhy (excused), Dave Smith (excused), Dr. Nancy Askins (excused)

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

**Comments from the Public:** None

**Minutes of the January 2025 Board Meeting**

- A motion was made by Mary and seconded by David Brooks to accept the January 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.

**Finance Report: Dave Smith**

- Total revenue for January included the Town of Porter donation and funds from the Annual Drive and gifts.
- \$60k transferred to Morgan Stanley account to take advantage the higher interest rate available.
- Expenses are in line with budget for the month; ALMS fees increased slightly as was expected.
- The Library should be well-positioned to meet remaining obligations for the year.
- Karran shared that she and Dave Smith attended the recent Town of Porter meeting, where they were able to speak to the Library’s mission and goals to use of funding.

**Correspondence Report: Karran (on behalf of Shawn)**

- Shawn will be sending another thank-you card to John Stepien for his donation that funded the purchase of additional Playaway items for the Children’s Room.

**Director’s Report: Sonora**

- Sonora completed the 2024 New York State annual report; this report is produced annually as a requirement of our charter. Sonora will prepare a short summary of the report to share with the Board in a future meeting. Copies of prior reports (back to 2021) are compiled and available for review.
- Sonora presented an overview of the government entities with oversight of our Library, with the Institute of Museum & Library Services (IMLS) being at the top of the hierarchy. In addition, a

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discussion was held on the professional and advocacy organization chart (from where our Library might obtain guidance or request support), with the American Library Association being at the top of the hierarchy.

- Sonora shared that annual reports are submitted to the NY State Library, and then in turn are submitted to the IMLS systems. IMLS has a tool that allows a user to search for individual libraries across the country, and to compare them.

#### **Friends of the Library: Peter Pfohl (on behalf of Dave Smith)**

- The Friends of the Youngstown Library (FOYL) met on February 19, where the outcomes of recent fundraisers (the Jug 5k run and the Chili Cookoff) were discussed.
- Two members of the FOYL will continue to serve on the Ruby Carey Scholarship Committee; discussion was held about expanding the candidate pool by including Wilson Central School (for any students living in the 14131 zip code that have YFL library cards).
- Plan for future fundraising events were discussed, including another Tea Party and garage sale.
- Volunteers are needed on March 6 to assist with a SWAT membership mailing, and for the upcoming Book Sale (May 1-3).
- The next FOYL will be on March 19, 2025.
- Karran thanked the Board members who supported the recent fundraising events.

#### **Old Business**

- Karran shared the finalized list of committee assignments for 2025:
  - Finance: Karran, Dave Smith, Peter, Sonora
  - Personnel: Mary, Shawn, Peter, Sonora
  - Nominating: David Brooks, Shawn
  - Communications and PR: Nancy, Sonora
  - Scholarship: Mary, Karran, Jan Howard, Colleen Summerville, Colleen Stortecky
  - Special Committee – 75<sup>th</sup> Celebration: Nancy, David Brooks, Dave Smith
  - Special Appointment: David Brooks, Historian; Dave Smith, Liaison to the FOYL
- Karran highlighted several upcoming activities of note for the Board (initial planning of the next Strategic Plan, reviewing bylaws, etc.).
- Sonora will ensure the committee member names and chairperson selections are updated on the Library website; should a committee wish to change the chairperson for 2025, they will need to notify Sonora so the website may be updated.

#### **New Business**

- Karran led a discussion about the Recommended Policies Checklist that is included in the back of the Library Trustee Handbook. Board members were requested to review this checklist; our goal is to ensure that all items recommended on the checklist are adequately covered in the Library's own policies. Sonora plans to organize discussions in future meetings around policies, and will share information with the Board prior to meetings where review sessions will be held.
- Karran shared that details of the scheduled 2025 sessions of the Trustee Handbook Book Club are posted on the Nioga Trustees website. In addition, links to recordings of past sessions are also available. Sonora noted that Trustees are encouraged to attend live training webinars wherever possible. Karran also shared that there is additional helpful training material on the Nioga Trustees website that covers important topics (including policy development).

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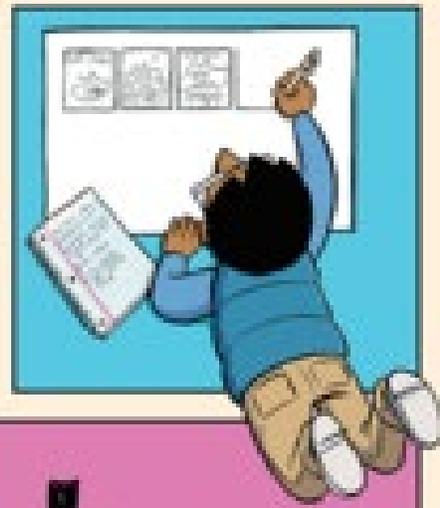
- Karran encouraged Trustees to attend upcoming planned events, including the FOYL SWAT mailing, and the March 16 Trustee Handbook webinar. On March 15, the FOYL are also organizing participants for the Youngstown St. Patrick's Day Parade to be held at noon.
  
- A motion to adjourn the meeting was made at 7:57 p.m. by Peter Pfohl and seconded by David Brooks. The motion passed.

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

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees



# Drawn to the Library

**National Library Week**

April 6-12, 2025



## Celebration Days During National Library Week

**Monday, April 7:** [Right to Read Day](#), a day for readers, advocates, and library lovers to take action to protect, defend, and celebrate the right to read. The American Library Association (ALA) kicks off National Library Week with the release of its [State of America's Libraries Report](#), including the list of Top Ten Most Challenged Books of 2023.

**Tuesday, April 8:** [National Library Workers Day](#), a day for library staff, users, administrators, and Friends groups to recognize the valuable contributions made by all library workers.

**Wednesday, April 9:** [National Library Outreach Day](#) (formerly National Bookmobile Day), a day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are.

**Thursday, April 10:** Take Action for Libraries Day, a day to rally advocates to support libraries.

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## Youngstown Free Library

### February Treasurer's Report

**March 24th, 2025**

#### **1. Revenues**

- Total revenue for February \$18,369.83, including \$12,839.64 additional donation from the FOYL, \$3,435 from the Annual Drive, \$1,821.29 gifts, and \$195.19 MS interest. As of March 22<sup>nd</sup>, 2025, the YFL KeyBank account stands at \$24,511.11, sufficient for two months expenditures.

#### **2. Expenditures**

- Expenses for February totaled \$10,734.19 (\$8,031.83 personnel, \$1,364.59 for materials and services, and \$1,067.77 for operating expenses).

#### **3. Investments**

- Morgan Stanley Stands at \$246,918.94 as of February 28<sup>th</sup>, 2025.
- YFL has two CD's maturing in April, \$60,000.00 on 4/4/2025 and \$70,000.00 on 4/17/2025. Anticipating the Fed is planning two interest rate reductions this year (per Jerome Powell), do we want to roll these CD's over for best possible rate, shorter terms (six months), or a slightly lower rate and a longer maturity date? We also have two CD's maturing in October (totaling \$40,000.00). For comparison, the MS preferred savings APY% is 4 percent. Also, keep in mind we are using MS interest to help honor YFL's payroll commitments.

#### **4. Summary**

- If there are no major changes YFL should be well-positioned for 2025.

Respectfully submitted,  
David Smith, Treasurer

**Youngstown Free Library**  
**Balance Sheet**  
As of February 28, 2025

	Feb 28, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 - Key Bank (First Niagara)	
NYS Legislative Grant	20,000.00
Ruby Carey Restricted	750.00
1000 - Key Bank (First Niagara) - Other	13,386.30
Total 1000 - Key Bank (First Niagara)	34,136.30
Petty Cash	100.00
Total Checking/Savings	34,236.30
<b>Other Current Assets</b>	
Morgan Stanley	
Morgan Stanley	246,918.94
Total Morgan Stanley	246,918.94
Total Other Current Assets	246,918.94
<b>Total Current Assets</b>	<b>281,155.24</b>
<b>Fixed Assets</b>	
Equipment	20,837.19
Accum. Depr. - Equipment	-19,535.00
Leasehold Improvements	74,378.44
Accum. Depr. - Leasehold Improv	-48,017.00
Total Fixed Assets	27,663.63
<b>TOTAL ASSETS</b>	<b>308,818.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	2,140.89
Total Accounts Payable	2,140.89
Other Current Liabilities	
24000 - Payroll Liabilities	
24600 - Disability	60.23
24300 - FUTA	457.30
Total 24000 - Payroll Liabilities	517.53
Sales Tax Payable	17.66
Total Other Current Liabilities	535.19
Total Current Liabilities	2,676.08
<b>Total Liabilities</b>	<b>2,676.08</b>
<b>Equity</b>	
Restricted Funds for Children's	1,905.00
3900 - Retained Earnings	229,055.71
Net Income	75,182.08
Total Equity	306,142.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>308,818.87</b>

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03/14/25

Accrual Basis

**Youngstown Free Library**  
**Profit & Loss**  
February 2025

	Feb 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Friends of the Library	12,839.64
Annual Drive	3,435.00
Fines /Copier /Fax	56.35
Gifts	1,821.29
Interest - Morgan Stanley	
Morgan Stanley Interest	195.19
<b>Total Interest - Morgan Stanley</b>	195.19
Miscellaneous	22.36
<b>Total Income</b>	18,369.83
<b>Expense</b>	
5000 · Personnel	
5100 · Salaries (Gross)	7,054.48
5400 · Ancillary Benefit	403.84
5500 · Social Security & Medicare	539.68
5600 · SUTA/FUTA	33.83
<b>Total 5000 · Personnel</b>	8,031.83
Materials & Services	
Digital Materials	523.91
Books	252.62
Subscriptions & Library Mbr Shp	34.00
Book Processing & Supplies	406.82
Copier Leasing & Usage	67.64
Postage	3.99
Internet/Telephone	75.61
<b>Total Materials &amp; Services</b>	1,364.59
Operating Expenditures	
ALMS Fee	1,413.16
Office Supplies	51.37
Copier Lease & Usage	67.64
Internet/Phone	-464.40
<b>Total Operating Expenditures</b>	1,067.77
Miscellaneous Expenditures	
Accounting	270.00
<b>Total Miscellaneous Expenditures</b>	270.00
<b>Total Expense</b>	10,734.19
<b>Net Ordinary Income</b>	7,635.64
<b>Other Income/Expense</b>	
Other Income	
Change in Fair Market Value	539.46
<b>Total Other Income</b>	539.46
<b>Net Other Income</b>	539.46
<b>Net Income</b>	8,175.10

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03/14/25

Accrual Basis

**Youngstown Free Library**  
**Profit & Loss YTD Comparison**  
**February 2025**

	Feb 25	Jan - Feb 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Friends of the Library	12,839.64	12,839.64
Annual Drive	3,435.00	7,220.00
Fines /Copier /Fax	56.35	231.33
Gifts	1,821.29	4,129.13
Interest - Morgan Stanley		
Morgan Stanley Interest	195.19	232.48
<b>Total Interest - Morgan Stanley</b>	195.19	232.48
Miscellaneous	22.36	38.10
Town of Porter	0.00	72,100.00
<b>Total Income</b>	18,369.83	96,790.68
<b>Expense</b>		
5000 · Personnel		
5100 · Salaries (Gross)	7,054.48	13,713.83
5400 · Ancillary Benefit	403.84	802.87
5500 · Social Security & Medicare	539.68	1,049.12
Worker's Compensation	0.00	763.00
5600 · SUTA/FUTA	33.83	317.78
<b>Total 5000 · Personnel</b>	8,031.83	16,646.60
<b>Materials &amp; Services</b>		
Digital Materials	523.91	1,129.45
Audio Visual Materials	0.00	328.43
Books	252.62	1,153.50
Subscriptions & Library Mbr Shp	34.00	68.00
Book Processing & Supplies	406.82	492.43
Programming	0.00	29.99
Publicity & Promotion	0.00	75.00
Copier Leasing & Usage	67.64	135.28
Postage	3.99	3.99
Internet/Telephone	75.61	149.90
<b>Total Materials &amp; Services</b>	1,364.59	3,565.97
<b>Operating Expenditures</b>		
ALMS Fee	1,413.16	2,119.74
Office Supplies	51.37	117.24
Housekeeping	0.00	14.24
Copier Lease & Usage	67.64	135.28
Internet/Phone	-464.40	-390.12
<b>Total Operating Expenditures</b>	1,067.77	1,996.38
<b>Miscellaneous Expenditures</b>		
Accounting	270.00	574.73
<b>Total Miscellaneous Expenditures</b>	270.00	574.73
<b>Total Expense</b>	10,734.19	22,783.68
<b>Net Ordinary Income</b>	7,635.64	74,007.00
<b>Other Income/Expense</b>		
Other Income		
Change in Fair Market Value	539.46	1,175.08
<b>Total Other Income</b>	539.46	1,175.08
<b>Net Other Income</b>	539.46	1,175.08
<b>Net Income</b>	<b>8,175.10</b>	<b>75,182.08</b>

**Youngstown Free Library**  
 Reconciliation of Balance Sheet to Profit Loss  
 February 2025

Total Income	\$ 18,369.83
Total Expenses	<u>\$ (10,734.19)</u>
Net Income (Loss)	<u><u>\$ 7,635.64</u></u>

ASSET Summary

Total Assets as of	2/28/2025	\$ 308,818.87
Total Assets as of	1/31/2025	<u>\$ 301,119.78</u>
Change in Value of Assets from Last Period		\$ 7,699.09

Non-Cash Items		
Change in Payroll Liabilities	\$	(493.67)
Change in Accounts Payable Liabilities	\$	971.47
Change in Sales Tax Payable	\$	(1.79)
Change in KeyBank Credit Card	\$	-
Period Change in FMV	<u>\$</u>	<u>(539.46)</u>
Total Change in Non-Cash Items	\$	(63.45)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ 7,635.64</u></u>
-----------------------------------------------	---------------------------



# Youngstown Free Library

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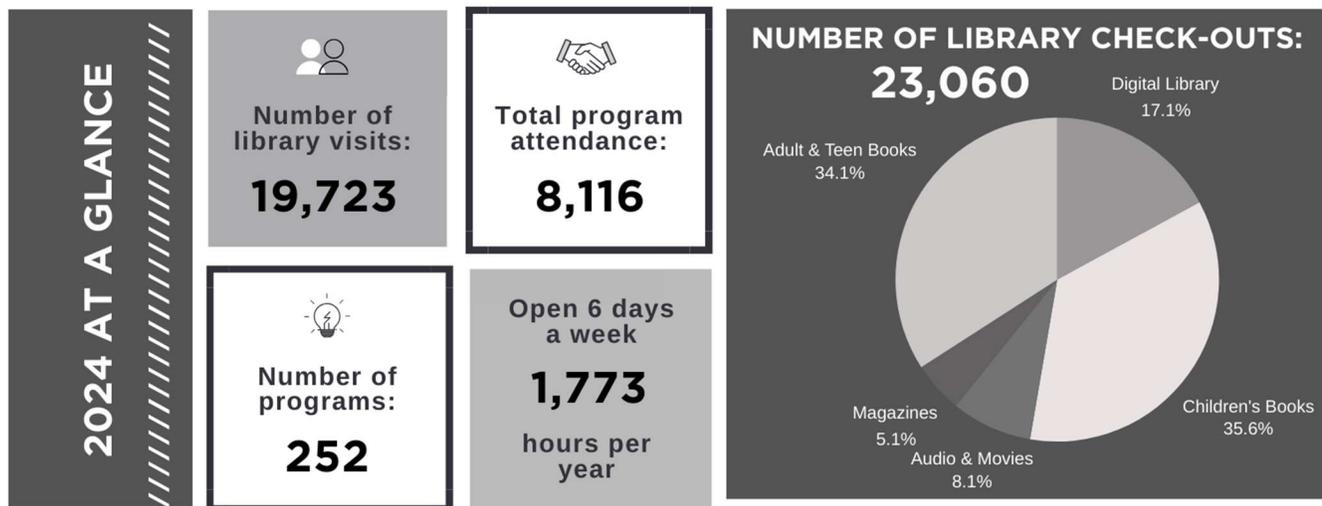
## Director's Report

March 2025

### ANNUAL REPORT TO THE STATE

I submitted the Library's 2024 Annual Report to New York State on Monday, February 24, 2025. A public version of this document is available at <https://youngstownfreelibrary.org/documents/2025-2boardmeetingmaterials.pdf>. I also recommend that folks use the IMLS tool to see historical data charted, and to be able to compare our library with any library in the US: <https://www.imls.gov/LibraryDetails?FFYear=2022&FSCSKey=NY0406>

Barring that, here is an infographic I made for some key numbers for 2024:



### COLLECTION

In mid-March, vestry members from St. John's Episcopal Church came to the Youngstown Free Library to explore our new browsing bins for children, a grant project funded by St. John's Episcopal Church Strawberry Social.

These browsing bins are a child-friendly way to keep similar books on popular topics together. The visual-based storage bins allow for independent discovery by young children and their caregivers. These bins group together books on important abstract themes that might be harder to find by searching the catalog. Topics in the ten bins range from processing emotions to friendship skills, from making good choices to accepting differences.

Many thanks to staff member and retired teacher Chris Schemel, whose knowledge of children's development and emotional milestones made this project a success!



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L-R: Jennifer Andrews, Kay Collard, Carol Reinbird, Library Director Sonora Miller, Shawn D’Luhy, and Karran Swayze

Not pictured: Mary Ellen Aureli and Chris Schemel

### **FRIENDS**

The 2025 Memo of Understanding was signed last Wednesday by Kim Winning, President of the Friends, Karran Swayze, President of the Board, and myself.

### **FUNDRAISING AND GRANTS**

I completed and submitted the grant application for the Dollar General Literacy Foundation on February 6<sup>th</sup>. We won’t know if we are awarded this grant until mid-May.

### **NIOGA**

The head of Nioga’s cataloging department is retiring at the end of March. I suspect that there will be delays in getting new items cataloged in WorkFlows starting in April. I hope folks can be patient, as cataloging new bibliographic records is outside of the control of individual libraries.

### **OUTREACH**

I continue to provide storytimes to the toddler and preschool classes at The Children’s House four times per month.

Lew-Port’s “One District, One Book” program culminated in its Family Literacy Night this past Friday. Children had voted in January to read *The Adventures of Og the Frog*, and since then,



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the entire community has gathered to support children at the PEC and IEC while they read the book. Over 600 people attended Family Literacy Night, and it was non-stop action representing the Youngstown Free Library to new and familiar families!

For the past two months, I have been providing a tech help program at the Lewiston Senior Center the first Tuesday of every month. Attendees sign up in advance for a one-on-one session with me for a half hour to get help with their computers, tablets, or phones.

### POLICIES

My sincere apologies to the board members for the delay in getting you the list of completed policies. My illness earlier this month has had me scrambling to catch up ever since.

Enclosed with my report is my checklist of policies, but here's the shortlist of where we stand so far with policies on the books (although they still need updating):

<b>Circulation: 2 of 3</b>	<b>Technology: 2 of 6</b>	<b>Financial Controls: 11 of 14</b>
<b>Collection: 5 of 6</b>	<b>Board: 4 of 6</b>	<b>Personnel: 15 of 21</b>
<b>Public Space: 2 of 10</b>	<b>Administrative: 2 of 5</b>	<b>Safety: 0 of 6</b>

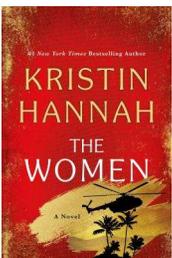
I would like to propose that the Board review and approve updates to two sections:

- the Collection section (still need Copier/Copyright policy) and
- Board section (still need DEI statement and Meeting Procedures) for next month.

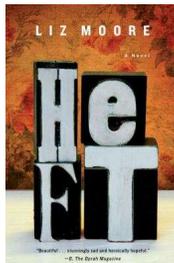
### PROGRAMS

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

#### EVENING BOOK CLUB:



Wednesday, February 12<sup>th</sup>  
at 7 pm: *The Women* by  
Kristin Hannah



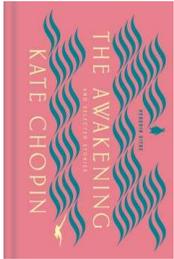
Wednesday, March 12<sup>th</sup> at 7 pm: *Heft*  
by Liz Moore



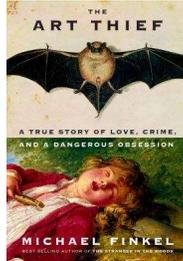
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## AFTERNOON BOOK CLUB:

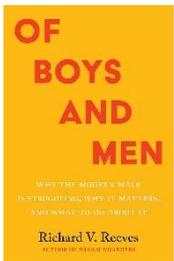


Tuesday, February 18<sup>th</sup> at 1:30 pm: *The Awakening* by Kate Chopin



Tuesday, March 18<sup>th</sup> at 1:30 pm: *The Art Thief* by Michael Finkel

## NON-FICTION BOOK CLUB:



Tuesday, February 10<sup>th</sup> at 1:30 pm: *Of Boys and Men* by Richard V. Reeves

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

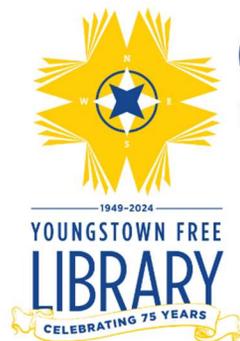
Take & Make Craft Kits for March 11 (St. Patrick's Day) flew out the door. Many thanks go out to our dedicated craft kit volunteer, Nadine!

## PUBLICITY UPDATES

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

Facebook: 1,574 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 764 followers: <https://www.instagram.com/youngstownfreelibrary>



**Congratulations**  
to everyone who worked tirelessly to make this show a success!

**Extra kudos to staff member Jaspén!**

This was the first year that the Library took out an ad in Lew-Port's high school musical. This expense was already budgeted into the publicity line for this year.

This month, I spoke to group news editor Joyce Miles from Lockport Union-Sun & Journal and Niagara Gazette. In preparation for National Library Week, she is writing a piece about Niagara County libraries. It will be published in a new magazine that will be distributed before April.



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I updated several website pages this month, including the homepage and the board reports pages. Please note that the Ruby Carey application link is right on the homepage, along with the Friends' book sale information.

I created and released a library newsletter for April events. This was sent on March 24<sup>th</sup> to the 599 people who have signed up for the newsletter. All back newsletters can be enjoyed here: <https://youngstownfreelibrary.org/newsletter.html>

### **TECHNOLOGY**

The Library's copier lease contract is up now, and it's time to sign a new contract. Staff like working with this machine, and we would like to continue working with Toshiba Business Solutions. I am seeking board support as I sign the next five-year contract with Toshiba.

### **VOLUNTEERS**

Every summer, the Youngstown Free Library offers six weeks of programming to children and teens in the community. In 2024, the Library offered 43 programs to over 2,100 attendees of all ages! This year's theme is "Color Our World," so we're exploring program ideas about art and color.

A tiny library like ours depends on its community to make this busy season a success.

Do you have art experience? Are you interested in organizing an art gallery showing in the Library? What about helping with a program series for kids to create their own book? Or helping teens understand how you use color in your job? For instance, we are already planning a program on using thermal imaging with drones to find lost animals in our area—color is in every profession!

Please let me know within the next three weeks if you are available to assist with planning or running programs.

Respectfully submitted,

Sonora R. Miller  
Library Director

# Youngstown Free Library



PREPARED FOR

## Sonora Miller

Pricing is good until March 26th, 2025

Prepared by:

Justin MacFarland

(716) 623-8180

Justin.MacFarland@tbs.toshiba.com

**TOSHIBA**

## INVESTMENT SCHEDULE

### YOUNGSTOWN FREE LIBRARY

#### Executive Summary

We are looking to replace old copier with new device.

New Copier Cost is \$131.21 total monthly. We will reconcile the usage quarterly still.

Breakdown is listed below.

#### Proposed Solution

##### Model Details

- (1) Toshiba e-STUDIO3025AC
  - Included Features: RADF Document Feeder, Copier Stand, Fax Unit / 2nd Line Fax Unit

##### Service Details

Pool Name	Pool Type	Monthly Pages Included	Quarterly Average Per Page
Mono Copier Pool	Mono	800	\$0.00690
Color Copier Pool	Color	700	\$0.05850

##### Monthly Lease

- 63 Month Lease \$84.74

##### Monthly Service

\$46.47

We will do a bill review when first bill is received to confirm everything is correct.

Partnership reviews are conducted yearly to review the usage and service items from previous year.

**TOSHIBA**

## The small workgroup MFP that thinks big.

Toshiba's new 30PPM e-STUDIO3025AC gives you the features and outstanding color quality you want packed in a very compact offering. At 30PPM it's ideal for small workgroups. Add the Inner Finisher option and you get functionality that printer-based MFPs can't match in the same size footprint.

Built-in OCR makes your PDFs searchable or easily converts your paper-based documents to popular Microsoft Office formats.

### Features at a glance

- Full Color A3 MFP
- 30PPM Letter-size
- Small Workgroups
- Compact Footprint
- Copy, Print, Scan, Fax



**e-STUDIO3025AC**



## Managed Print as a Service (MPaaS)

**In today's business climate, reducing and controlling costs is more important than ever. Many organizations overlook the cost of managing documents as an opportunity for savings.**

Toshiba's Managed Print as a Service (MPaaS) is a true client-focused practice that incorporates everything from device management and maintenance of numerous brands to the supply of consumables. It addresses a commitment to decrease paper consumption and power use, while also eliminating waste.

**Toshiba's MPaaS program provides outstanding service and keeps your operation running smoothly by including the following components:**

- Automated toner replenishment
- High-quality toner and parts for your laser printers, regardless of brand
- National on-site service
- Convenient online portal for service requests and reporting
- Proactive service monitoring

**We have saved companies up to 40% and streamlined their operations by:**

- Immediately reducing printing costs – you pay one fixed cost-per-page price that includes toner, consumables, parts and service; you only pay for what you use
- Enhancing your investment in the equipment you already own
- Simplifying procurement, budgeting, delivery and service for your output fleet
- Increasing control by providing a single point of accountability for service, supplies and billing

Adopting Toshiba's MPaaS program offers many benefits. It has yielded clients millions of dollars in annual savings while boosting performance and productivity by managing document costs and document security.



# Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

## **Memorandum of Understanding Between the Friends of Youngstown Free Library and the Youngstown Free Library Director and the Library's Board of Trustees**

The following will constitute an operating agreement between the Friends of the Youngstown Free Library (Friends) and the Youngstown Free Library, its Director and its Board of Trustees (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Library. The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, the Friends group is a legally-distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with support to assist them with development of the newsletter, mass mailings, meeting coordination and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees that in any discussions regarding space-availability and space-allocation with its Landlord the Village of Youngstown, it will include the Friends' requirements for book-storage & sorting, closet-space for event-materials and any other needs in those discussions.

**The Friends** agree to publicly support the Library and its policies and engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Board of Trustees.

**The Friends** agree to include a member from the Library's Board of Trustees as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Board of Trustees report.

**The Friends** agree that any and all monies raised will be spent exclusively for Library programs, services and any other Library-defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the Library.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

**THIS AGREEMENT** is entered into on 3/19/25 by and between:

the President of the Friends: Kim Winney

the Director of the Youngstown Free Library: Honora R. Miller

the President of the Board of Trustees: Karran Swayze

# Recommended Policies Checklist:

## External

### Circulation

- Customer Service
  - Law Enforcement Inquiry
- Lending Rules
  - Non-Resident Borrowing
- Patron Confidentiality

### Collection

- Collection Development (should address curation of print, media, digital and Library of Things collections)
  - Request for Reconsideration
  - Weeding
- Copier/Copyright
- Freedom to Read (ALA)
- Freedom to View (ALA)
- Library Bill of Rights (ALA)
- Local History

### Public Space

- Accessibility/ADA Statement
- Exhibit/Posting
  - Request for Reconsideration
- Incident Report Form
- Meeting Space
- Patron Behavior/Code of Conduct
  - Request for Reconsideration
- Patron Complaints
- Programming
  - Request for Reconsideration
- Tutoring
- Unattended Children
- Vulnerable Adults

### Technology

- Internet Use
- Library Equipment Usage
- Privacy
  - General Data Protection Regulation
- Social Media
- Website
- Wi-Fi Network Use

## Internal

### Board

- Code of Ethics/Conduct
- Conflict of Interest
  - Annual Disclosure Form
- Equity, Diversity, and Inclusion Statement
- Meeting Procedures
  - Public Comment
  - Videoconferencing
  - Protests
- Training Mandates:
  - Trustee Education Requirement
  - Sexual Harassment Prevention Training
- Removal of a Trustee

### Administrative

- Inclement Weather/Closing
- Records Retention
- Public Access to Records (FOIL)
- Public Relations
  - Crisis Communication Plan
- Sustainability

**Financial Controls**

- Audit/Review Schedule
- Claims Audit Process
- Credit Card
- Data Security
- Disposition of Surplus Property
- Friends Group Memo of Understanding
- Fundraising/Gift Acceptance
- Inventory/Fixed Assets
- Investments
- Online Banking & Wire Transfers
- Petty Cash
- Purchasing/Procurement
- Reserve Funds
- Travel & Conference

**Personnel**

- Anti-Bullying
- Anti-Nepotism
- Attendance/Leave
- Code of Conduct
- Computer/Internet/Email/Social Media Use
- Conflict of Interest
- Continuing Education
- Discipline/Termination
- Equal Employment Opportunity
- Evaluation Procedure
- Grievance Procedure
- Introductory Period
- Jury Duty
- Orientation
- Outside Employment
- Personnel Records Access

- Recruitment/Hiring
- Salary/Benefits
- Sexual Harassment Prevention
- Volunteers
- Whistleblower Protection

**Safety**

- Airborne Infections Disease Exposure Prevention Plan / Pandemic Response Plan
- Continuity of Operations Plan (COOP)
- Disaster Preparedness Plan
- Emergency Action Plan
- Incident Action Plan
- Workplace Safety/Violence Prevention

This Policy Checklist is offered as a guideline of typical public library policies. Though terminology may vary, every library board is required to adopt appropriate policies for their institution (8 NYCRR § 90.2).

*For helpful information on developing policies, libraries are encouraged to contact their public library system.*

*In addition:* Mid-Hudson Library System: Public Library Policies - Development Tips & Samples <http://midhudson.org/topics/director-resources/policies/>