

**Regular Board Meeting**  
**Youngstown Free Library Board of Trustees**  
**April 28, 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**  
**Determination of Quorum**

Karran Swayze

**Comments from the Public**

**Minutes of Reg. Board Meeting March 24, 2025** Mary Clinch

**Reports**

President's Remarks		Karran Swayze
Treasurer's Report	update only	David Smith
Correspondence		Shawn D'Luhby
Director's Report	update only	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**

- Presentation of quote for new patron computers

**Upcoming Events**

- **Spring Book Sale May 1-3 at the gym in the Red Brick School** volunteers needed to organize books and help with take down

**Adjournment**

**Next Meeting:**

- **May 19, 2025 @ 7:00 pm:** note the change due to Memorial Holiday
- **May 21, 2025 @ 5:30pm NIOGA Dinner and Board Meeting**

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## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR BOARD MEETING

DATE: MARCH 24, 2025

TIME: 7:00 p.m.

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

**Absent:** Shawn D'Luhy (excused)

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

**Comments from the Public:** None

### Minutes of the February 2025 Board Meeting

- A motion was made by Mary and seconded by Dave Smith 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.

### President's Report: Karran Swayze

- Karran thanked the Trustees who supported the recent Friends of the Youngstown Library (FOYL) SWAT mailing and parade.
- Karran encouraged Trustees to review the recent emails from Nioga and the America Libraries Association (ALA) regarding federal efforts to dismantle the Institute of Museum and Library Services (IMLS), which is the only federal agency dedicated to funding library services. Individuals are encouraged to pursue opportunities to take action and provide support for libraries.

### Finance Report: Dave Smith

- Total revenue for February included a donation from the FOYL, monies from the Annual Drive and gifts, and interest from the Morgan Stanley account. Expenses were in line with the budget.
- Dave raised that the Library has two CDs maturing in April, and asked the Board for discussion and guidance on whether to seek higher rate/shorter term options, or lower rate/longer maturity.
  - A motion was made by Dave Smith and seconded by Peter Pfohl to approve seeking rollover options with the highest rates available. The motion passed.

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

*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.*

- Karran will request that Shawn send a thank you letter to the FOYL for their generous additional donation, as presented by Kim Winning to the Board earlier this year.

#### **Director's Report: Sonora**

- Sonora reported that the 2024 Library Annual Report was submitted to the state, and shared a new infographic that was created to show key numbers about the Library from 2024 (including number of visits and programs, program attendance, and the breakdown of checkout types). This infographic will be included in upcoming newsletters. The Board discussed the encouraging high attendance and checkout numbers, in particular the percentage of checkouts for children's books. Sonora recommended that Trustees use the IMLS tools available online to compare our Library's metrics to other libraries across the country of a similar size.
  - Members of the St. John's Episcopal Church vestry visited the Library to explore the new browsing bins that were funded by a donation from the church's Strawberry Social. Sonora explained how the ten bins were organized by topic, and how topics were carefully chosen.
  - The 2025 Memo of Understanding was signed with the FOYL.
  - A grant application was submitted for the Dollar General Literacy Foundation; award decisions will be communicated in May. If awarded, funds would be used to support the Summer Reading Program.
  - Sonora shared that the head of the cataloging department at Nioga is retiring; there may be some delays seen in getting new items cataloged in the next few months until a replacement is named.
  - Sonora shared some of her recent outreach efforts, including recurring story time at the The Children's House, the Lew-Port One District, One Book Family Literacy Night, and tech help at the Lewiston Senior Center. Sonora noted that if anyone is having difficulty getting an appointment for tech help, they may also call the Library directly.
  - Sonora recently spoke to Joyce Miles, a news editor from the Niagara Gazette and Lockport Union-Sun & Journal. Joyce will be writing a piece about Niagara County libraries for National Library Week that is to be included in a new magazine.
  - Sonora shared that the latest Library Newsletter was sent on March 24; this was delivered to almost 600 people who had signed up to receive it.
  - The Library's copier lease contract is up, and it is time to sign a new contract. Sonora recommended continuing to work with Toshiba Business Solutions; a new five-year contract is required.
- A motion was made by Dave Smith and seconded by David Brooks to approve Sonora proceeding with a new contract with Toshiba Business services. The motion passed.

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

- The FOYL met on March 19.
- The May book sale planning is under way; and discussions were held regarding setup, volunteer needs, and ideas for the use of unsold children's books.
- Ideas for future fundraising events were discussed.
- Dave Smith and Sonora shared information about the available training and webinars provided by Nioga, which may be of interest to the FOYL Board.
- The FOYL will meet next on April 16.

#### **Special Committee on the 75<sup>th</sup> Celebration: Nancy Askins**

*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.*

- Nancy shared notes about topics of discussion for the next committee meeting, which will include planning for the time capsule unveiling, options for producing commemorative goods for purchase (Nancy led the Board in a brief discussion about a cookbook), and other events.

#### **Old Business**

- As discussed in the February meeting, the Board will be working to review existing Library policies, and recommend additions and updates to ensure they are as comprehensive as possible. The Trustee Handbook contains a recommended policy checklist, and Sonora shared items from the list that would be good for the Board to specifically focus on (as we do not have a policy for that item, or where the current policy may not be as robust as we might wish).
- Karran shared sample policy text used by other libraries in the NY state system relating to public use of copy machines and printers (including copyright guidance) and for equity, diversity and inclusion statements.

#### **New Business**

- Karran reminded Trustees that the next Nioga training webinar has been postponed; on March 26 a session on First Amendment Fundamentals is being held, followed by Open Meetings Law on April 16.

- A motion to adjourn the meeting was made at 8:23 p.m. by Peter Pfohl and seconded by David Brooks. The motion passed.

The next meeting of the Board will be held on April 28, 2025, at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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

## **Youngstown Free Library**

### **March Treasurer's Report**

**April 28th, 2025**

- **Revenues**

Total revenue for were very small (no donations or gifts were included), totaled \$661.47. This included \$145.65 from fines/copier/fax \$238.26 from MS, and \$149.30 from local library aid. Revenues for the first quarter (January through March) \$97,452.15, as shown on attached spreadsheet.

- **Expenditures**

- Expenses for March totaled \$11,010.12, including \$8,157.65 for personnel, \$2,367.52 for materials and services, and \$214.95 for operating expenses, slightly lower than expected (\$12,000/month). Expenses for the first quarter were \$34,236.50, also slightly lower than expected.

- **Investments**

- KeyBank Savings as of 4/25/2025-\$14,982.79, sufficient for May. A transfer of funds from MS (\$20,000) will be required mid-May to cover June expenses.
- CFGB as of 4/7/2025-\$119,779.68.
- MS as of 4/14/2025-\$248,108.97. This includes the combination of CD's, preferred savings and money market accounts.
- For the CD that matured on 4/4/2025, I was able to purchase a \$63,000 CD on 4/17/2025 earning 3.95% APY that matures on 1/1/16/2026. The remaining earnings (\$60.03) rolled into the preferred savings (4.0% for now).
- For the CD that matured on 4/17/2025, I purchased a \$65,000 CD on 4/25/2025 earning 4.05% APY that matures on 1/30/2026. The remaining earnings (interest \$7,200) rolled into a money market fund earning 4.05% for now.

- **Summary**

- YFL remains well positioned for 2025 and should be able to meet all obligations. However, the Treasurer advises we should attempt to control expenses in 2025 (ex. Limit new licenses for Hoopla, purchases of new materials) or utilize some of the additional money donated by FOYL and the Legislative Initiative. WE still SHOULD purchase the new computers and other items already approved (paint library carts, cushions, etc.).

Respectfully submitted,  
David Smith, Treasurer

9:26 AM

04/13/25

Accrual Basis

# Youngstown Free Library

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<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	2,318.96
Total 1000 · Key Bank (First Niagara)	23,068.96
Petty Cash	100.00
Total Checking/Savings	23,168.96
Other Current Assets	
Morgan Stanley	
Morgan Stanley	247,806.23
Total Morgan Stanley	247,806.23
Total Other Current Assets	247,806.23
Total Current Assets	270,975.19
Fixed Assets	
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>298,638.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,207.70
Total Accounts Payable	2,207.70
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	-28.33
24300 · FUTA	457.30
Total 24000 · Payroll Liabilities	428.97
Sales Tax Payable	0.80
Total Other Current Liabilities	429.77
Total Current Liabilities	2,637.47
Total Liabilities	2,637.47
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	229,055.71
Net Income	65,040.64
Total Equity	296,001.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>298,638.82</b>

9:27 AM

04/13/25

Accrual Basis

# Youngstown Free Library

## Profit & Loss

March 2025

	Mar 25
Ordinary Income/Expense	
Income	
Fines /Copier /Fax	145.65
Gifts	118.07
Interest - Morgan Stanley	
Morgan Stanley Interest	238.26
Total Interest - Morgan Stanley	238.26
Local Library Service Aid	149.30
Miscellaneous	10.19
Total Income	661.47
Expense	
5000 - Personnel	
5100 - Salaries (Gross)	7,186.22
5400 - Ancillary Benefit	403.84
5500 - Social Security & Medicare	549.72
NY State Disability	0.00
5600 - SUTA/FUTA	17.87
Total 5000 - Personnel	8,157.65
Materials & Services	
Audio Visual Materials	470.13
Books	1,193.59
Computer Software	60.00
Subscriptions & Library Mbr Shp	440.73
Book Processing & Supplies	2.37
Copier Leasing & Usage	117.98
Internet/Telephone	82.72
Total Materials & Services	2,367.52
Operating Expenditures	
Housekeeping	14.24
Copier Lease & Usage	117.99
Internet/Phone	82.72
Total Operating Expenditures	214.95
Miscellaneous Expenditures	
Accounting	270.00
Total Miscellaneous Expenditures	270.00
Total Expense	11,010.12
Net Ordinary Income	-10,348.65
Other Income/Expense	
Other Income	
Change In Fair Market Value	649.03
Vendor Collection Credit	0.88
Total Other Income	649.91
Net Other Income	649.91
Net Income	-9,698.74

9:27 AM

04/13/25

Accrual Basis

# Youngstown Free Library

## Profit & Loss YTD Comparison

### March 2025

	Mar 25	Jan - Mar 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Friends of the Library	0.00	12,839.64
Annual Drive	0.00	7,220.00
Fines /Copier /Fax	145.65	376.98
Gifts	118.07	4,247.20
Interest - Morgan Stanley		
Morgan Stanley Interest	238.26	470.74
<b>Total Interest - Morgan Stanley</b>	238.26	470.74
Local Library Service Aid	149.30	149.30
Miscellaneous	10.19	48.29
Town of Porter	0.00	72,100.00
<b>Total Income</b>	661.47	97,452.15
<b>Expense</b>		
5000 - Personnel		
5100 - Salaries (Gross)	7,186.22	20,900.05
5400 - Ancillary Benefit	403.84	1,206.71
5500 - Social Security & Medicare	549.72	1,598.84
NY State Disability	0.00	0.00
Worker's Compensation	0.00	763.00
5600 - SUTA/FUTA	17.87	335.65
<b>Total 5000 - Personnel</b>	8,157.65	24,804.25
<b>Materials &amp; Services</b>		
Digital Materials	0.00	1,129.45
Audio Visual Materials	470.13	798.56
Books	1,193.59	2,454.93
Computer Software	60.00	60.00
Subscriptions & Library Mbr Shp	440.73	508.73
Book Processing & Supplies	2.37	506.27
Programming	0.00	29.99
Publicity & Promotion	0.00	75.00
Copier Leasing & Usage	117.98	253.26
Postage	0.00	3.99
Internet/Telephone	82.72	232.62
<b>Total Materials &amp; Services</b>	2,367.52	6,052.80
<b>Operating Expenditures</b>		
ALMS Fee	0.00	2,119.74
Office Supplies	0.00	440.63
Housekeeping	14.24	28.48
Copier Lease & Usage	117.99	253.27
Internet/Phone	82.72	-307.40
<b>Total Operating Expenditures</b>	214.95	2,534.72
<b>Miscellaneous Expenditures</b>		
Accounting	270.00	844.73
<b>Total Miscellaneous Expenditures</b>	270.00	844.73
<b>Total Expense</b>	11,010.12	34,236.50
<b>Net Ordinary Income</b>	-10,348.65	63,215.65
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Change in Fair Market Value	649.03	1,824.11
Vendor Collection Credit	0.88	0.88
<b>Total Other Income</b>	649.91	1,824.99
<b>Net Other Income</b>	649.91	1,824.99

9:27 AM

04/13/25

Accrual Basis

Youngstown Free Library  
Profit & Loss YTD Comparison  
March 2025

Net Income	Mar 25	Jan - Mar 25
	-9,698.74	65,040.64

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

Total Income	\$ 662.35
Total Expenses	<u>\$ (11,010.12)</u>
Net Income (Loss)	<u><u>\$ (10,347.77)</u></u>

ASSET Summary

Total Assets as of	3/31/2025	\$ 298,638.82
Total Assets as of	2/28/2025	<u>\$ 308,818.87</u>
Change in Value of Assets from Last Period		\$ (10,180.05)

Non-Cash Items

Change in Payroll Liabilities	\$ 88.56
Change in Accounts Payable Liabilities	\$ 375.89
Change in Sales Tax Payable	\$ 16.86
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (649.03)</u>
Total Change in Non-Cash Items	<u>\$ (167.72)</u>

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (10,347.77)</u></u>
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REVENUE	2024	2025 Budget	AS OF MAR.2025	AS OF JUNE 2025	AS OF AS OF SEPT. 2025	2025	Notes
TOWN OF PORTER	\$70,000	\$71,400	\$72,100				
NIAGARA COUNTY	\$6,954	\$6,950	\$0				
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	\$0				
LOC. LIBRARY SERVICE AID	\$1,487	\$1,260	\$149				
LEGISLATIVE INITIATIVE	\$20,000	\$18,000	\$18,000				
FRIENDS OF THE LIBRARY	\$15,500	\$20,600	\$12,840				
FINES/ COPIER/ FAX	\$1,287	\$1,200	\$377				
INTEREST	\$3,156	\$6,500	\$471				
GIFTS	\$5,979	\$7,000	\$4,247				
ANNUAL DRIVE	\$22,065	\$29,000	\$7,220				
MISCELLANEOUS	\$233	\$250	\$48				
GRANT FUNDS	\$4,080	\$5,500	\$0				
OTHER INCOME	\$0	\$750	\$0				
<b>TOTAL REVENUE</b>	<b>\$151,743</b>	<b>\$169,410</b>	<b>\$115,452</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
EXPENDITURE	Final 2024 Budget	2025 Budget	Mar-25	25-Jun	Sep-25	Final 2025 Budget	
<b>PERSONNEL</b>							
SALARIES (GROSS)	\$88,977	\$96,125	\$20,900				
HEALTH BENEFIT	\$4,990	\$5,250	\$1,207				
SOCIAL SECURITY & MEDICARE	\$6,851	\$7,690	\$1,599				
CONTINUING EDUCATION & NETWORKING	\$32	\$200	\$0				
NEW YORK STATE DISABILITY /SUTA FUTA	\$1,417	\$2,550	\$336				
WORKER'S COMPENSATION	\$883	\$200	\$763				
Inservice/Memberships	\$170	\$0	\$0				
SALARIES (Christmas bonus)	\$579	\$500	\$0				
<b>TOTAL PERSONNEL</b>	<b>\$103,900</b>	<b>\$112,515</b>	<b>\$24,804</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>LIBRARY MATERIALS</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>mar 2025</b>	<b>june</b>	<b>sept</b>	<b>Final Budget</b>	
HOOPLA (Digital Materials)	\$9,859	\$10,500	\$1,129				
A/V MATERIALS	\$3,575	\$3,500	\$799				
BOOKS	\$7,976	\$7,250	\$2,455				
SOFTWARE	\$430	\$450	\$60				
Suscriptions/Library Memberships	\$5,355	\$4,500	\$509				
BOOK PROCESSING & SUPPLIES	\$2,619	\$2,000	\$506				
PROGRAMMING	\$3,776	\$3,750	\$30				
PUBLICITY & PROMOTION	\$0	\$100	\$75				
COPIER LEASE & USAGE	\$1,033	\$1,000	\$253				
POSTAGE	\$25	\$60	\$4				
INTERNET & PHONE	\$644	\$550	\$233				
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$35,291</b>	<b>\$33,660</b>	<b>\$6,053</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
OPERATING EXPENDITURE	Final 2024 Budget	2025 Budget	Mar-25	Jun-25	Sep-25	Final 2025 Budget	
ALMS FEE	\$8,202	\$8,479	\$2,120				
OFFICE SUPPLIES	\$2,131	\$2,000	\$441				
HOUSEKEEPING	\$77	\$100	\$28				
INSURANCE	\$4,901	\$5,030	\$0				
RENT	\$0	\$1	\$0				
MAINTENANCE (SPACE)	\$2,192	\$500	\$0				
COPIER LEASE & USAGE	\$1,033	\$1,000	\$253				
POSTAGE	\$35	\$60	\$0				
<b>TOTAL OPERATING</b>	<b>\$644</b>	<b>\$550</b>	<b>\$307</b>				
<b>EXPENDITURE</b>	<b>\$19,215.73</b>	<b>\$17,720.00</b>	<b>\$2,534.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

CAPITAL EXPENDITURE	2024 Budget	2025 Budget	march	june	september	Final Budget 2025	
TECHNOLOGY	\$165	\$1,000	\$0				
OTHER - SPACE etc		\$0	\$0				
TOTAL CAPITAL EXPENDITURES	\$165	\$1,000	\$0	\$0	\$0	\$0	
MISCELLANEOUS		Budget2025	March	June	September	Final Budget 2025	
ACCOUNTING & PAYROLL SERVICES:	\$3,555	\$3,765	\$845				
BANK FEES	\$4						
PROFESSIONAL SERVICES - AUDIT etc	\$0						
PROFESSIONAL SERVICES - LEGAL etc	\$0						
MISCELLANEOUS Foundation/Scholarship	\$820	\$750	\$0				
TOTAL MISCELLANEOUS	\$4,378	\$4,515	\$845	\$0	\$0	\$0	
TOTAL OPERATING EXPENDITURE	\$59,051	\$59,895					
TOTAL EXPENDITURES (Personnel and Operating Expenditures)	\$162,948	\$169,410	\$34,237				
Net Income (Loss)	-\$11,209	\$0	\$63,216				Does not include \$15,000 FOYL)

# how to **WEED** a library

A short explanation  
of an incredibly  
complicated  
process.

*"I know no rules for discarding that eliminate possibility of error. We all makes mistakes but most of these mistakes I am convinced stand on the shelves."*

~ Gladys Allison, *Suggestions on Discarding*

## Why get rid of books?

Because they're

# M-U-S-T-I-E

**M**

**MISLEADING** refers to information that is factually inaccurate due to new discoveries, revisions in thought, or new information that is now accepted by professionals in the field covered by the subject.

**U**

**UGLY** factor includes most of the elements related to the physical condition of the item -- wear, damage, stains, tears, dirt -- that make it less attractive to a student. If you don't want to touch the item without wearing gloves, neither will the student.

**S**

**SUPERSEDED** items are those that sit on the shelf right next to newer editions or newer titles with updated information. Be sure to watch for books that are still circulating that include outdated pictures, products, and ingredients.

**T**

**TRIVIALITY** implies that the material included in the item was popular for a brief period of time but interest has largely waned. Biographies of pop culture performers, games and consumer products, TV shows, diets, & fiction series come and go very quickly.

**I**

**IRRELEVANT** means that the interests and needs of your community may have changed over time. If a particular topic is no longer as relevant to the community as it was at another time, the collection may have too many items just sitting on the shelf.

**E**

**ELSEWHERE** reminds us that no library is an island! We are not alone out there in the vast information wilderness. You can feel more secure about discarding an item if the information contained within is available elsewhere.

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.

## **April 2025 FOYL**

### **Liaison Report**

The Friends Board met on April 16th, 2025. Due to the Easter holiday, many of the board members were unable to attend. After a stirring President's Report and Director's Report (much of which will be presented tonight), the Treasurer gave a rousing and long-awaited report on the finances of the group. It appears FOYL is in very good financial standing from all their hard work (for YFL) but have not yet reached Jeff Bezos or Elon Musk levels of wealth. Moving on to the agenda:

#### **Old Business:**

- Board member Jill Mazur (in full regalia) updated status of the Book Sale setup, starting with table setup on April 26<sup>th</sup> and ending with the book dispersal on March 3<sup>rd</sup>. Volunteer help is still appreciated. Mary Armstrong is in charge of volunteer staffing.
- Brief discussions of the Summer Street Dance setup occurred (water sales, Freeze pops for the kids, table location, etc.).
- Unsold children's books are going to be saved to be dispersed at future FOYL events (street dance, etc.) along with the possibility of dispersing coupons to children that can be exchanged for a book at the library.

#### **New Business:**

- FOYL has asked Peter Pfohl (the village Historian) to set his picture windows up at the Book Sale for everyone's enjoyment.
- Clothing Drive is May 17<sup>th</sup>, 1pm to 4pm at the Jug. Colleen Summerville Johnson is in charge.
- The Summer Street Dance is scheduled for June 19<sup>th</sup>, with aforementioned table setup and manned by FOYL members. Book giveaway for children.
- Garage Sale July is reserved for July 17<sup>th</sup> thru July 20<sup>th</sup> at the Red Brick School gym.
- Bake Sale for August 22<sup>nd</sup> at the Concert in the Park Series, Blue Grass Band. Bakers and volunteers for the table will be needed.
- Briefly discussed planned improvements for the Tea Party, especially with work-flow issues and a better balance of duties.
- As always, new fund-raising ideas desperately needed.

Motion to close occurred at 8:19pm. Next FOYL meeting is on May 21<sup>st</sup>., at 7pm.

Submitted,  
Dave Smith, FOYL Board Liaison

## **Copyright**

The Youngstown Free Library complies with federal copyright law (Title 17, U.S. Code).

It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not they have been published.

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use (section 107), library patrons may copy or print parts of copyrighted works for one-time, educational, non-profit activities.

Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

## **Use of copy machines**

The Library maintains a photocopy machine for use by staff. Upon request, staff will copy materials for Library patrons. Cost for copies is 15 cents per page for black and white and color copies. Staff cannot be liable for the acts of individual patrons using library materials or equipment.

## INCLUSION

Youngstown Free Library commits to inclusion and making full use of the talents, skills, experience, and cultural perspectives available in a diverse society, where people feel they are respected and valued, and can achieve their full potential.

We strive for equity in the delivery of our collections and services by:

- Recognizing and naming that there are historical and institutionalized obstacles to social equity;
- Committing to an examination of library policies, procedures, practices, programs, and services in order to eliminate barriers to access and opportunity;
- Creating and maintaining an environment of inclusion and respect within our library programs and services, among library staff, and in the greater community;
- Endeavoring to reach, engage, and include disenfranchised and marginalized members of our community in decision-making about library programs, services, and resources;
- Identifying and sharing resources that reflect our community and beyond;
- Leveraging our trusted position to convene conversations and build partnerships to address challenging issues facing our community in an environment where all people feel respected, welcomed and safe.

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## Another Voice: Funding for America's libraries must be maintained

**Caitlin Kenney**

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**O**n March 14, President Trump signed an Executive Order, “Continuing the Reduction of the Federal Bureaucracy,” which focuses on eliminating seven federal agencies, including the Institute of Museum and Library Services. These agencies are being ordered to reduce services and personnel.

What does the severe reduction of IMLS mean for New York libraries? In 2024, IMLS awarded over \$19 million in grants to New York libraries for various projects from funding research studies, implementing reading programs in Native communities, and purchasing necessary materials and equipment that state and local funding cannot support.

IMLS also supports the New York State Library. The New York State Library relies on \$8.1 million in federal funding from IMLS to assist New York’s network of 7,000 libraries and 72 library systems. State library staff use the funds to provide free services and programming available to all New Yorkers, such as the Summer Reading Program, early literacy initiatives in New York public libraries, and professional development for library workers across the state.

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State library staff manages and distributes state funding to libraries, which amounted to \$104.6 million in State Operating Aid and \$45 million in State Construction Aid to our libraries in 2025. Staff administer a range of public resources, such as NOVELny, a curated selection of

research databases available to all New Yorkers regardless of economic status or geographical location. They provide research assistance to the public and care for over 20 million historical items in the State Library's collection that document New York State's history.

However, 55 of the 84 staff positions at the New York State Library are funded by federal dollars. Removing IMLS support will leave the state library with 29 people to implement these services and programs, and administer grants for 7,000 libraries. The loss of IMLS also means a loss of funding specifically for Tribal libraries, special research institutions, and nonprofit organizations that support libraries and museums across the country. We are calling on our representatives to support New York libraries and museums and save the Institute of Museum and Library Services.

*Caitlin Kenney, MLIS, is Reference & Research Services Coordinator, Western New York Library Resources Council.*