

Regular Board Meeting
Youngstown Free Library Board of Trustees
May 19, 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 April 28, 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 th Celebration	Dr. Nancy Askins

Old Business

- Review of Internal Board Meeting Procedures
 - Public Comment
 - Protests
 - Videoconferencing

New Business

- Acceptance of Shawn D'Luhy's resignation
- Appointment of Peter Pfohl as Corresponding Secretary
- Motion to add Peter Pfohl as a signer to the Library's checking account

Upcoming Events

- **May 21, 2025 @ 5:30pm NIOGA** Dinner and Board Meeting
- **June 10, Tuesday, at 6pm YBPA** at Bandanas \$25 per person announcement of Business of the Year/Community Service Award
- **June 19, Thursday Beginning of Summer Street Dance** volunteers needed to help Friends at their booth with water sales and Freezes

Adjournment

Next Meeting:

- **June 23, 2025 @ 7pm** in the Program Room

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: April 28, 2025

TIME: 7:00 p.m.

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

Absent: Mary Clinch (excused) , Shawn D’Luhy (excused)

Call to Order: 7:00 p.m. by Vice President David Brooks

Comments from the Public: None

Minutes of the March 24, 2025 Board Meeting

- A motion was made by Nancy and seconded by Dave Smith to accept the March 24th meeting minutes as presented. The motion passed.
 - Karran, substituting for 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 Director and her staff who work to fulfill the Library’s mission on a daily basis and the Board who recognized the staff during National Library Week April 6-12, 2025.

Finance Report: Dave Smith

- Total revenue for March was very small (no donations or gifts were included), totaled \$661.47 which included money from copier and fax, from Morgan Stanley, and from local library aid. Revenues for the first quarter (January through March) totaled \$97,452.15. Expenses for March were slightly lower than expected. Expenses for the first quarter (\$34,236.50) were also slightly lower than expected.
- Dave Smith rolled over 1 CD that matured in April, at 3.95% that matures 1/16/26 and the 2nd CD that also matured in April for 4.05% and matures 1/30/26.
- Dave Smith noted that a transfer of funds from Morgan Stanley (\$20,000) will be required mid-May to cover June expenses.
- A motion was made by Peter and seconded by Nancy to accept and file the Treasurer’s Report. 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.

- Shawn sent a thank you letter to Dave and Jennifer Smith for their donation to the Scholarship Fund and to Heather Malone for her gift of books to the Library.
- Thank you letters will be sent to Paul Beatty, Race Management for the proceeds from the 5K Race, February 1, 2025, and to Irene Myers, Niagara County District 1 Legislator for \$1500 which will be used for the Summer Reading Program.

Director's Report: Sonora

- Sonora completed a pamphlet for May activities for the Library. April is Poetry month and so the scavenger hunt highlights poets. The pamphlet is posted to the website and the DropBox.
- Sonora posted to the DropBox an outline of the procedures for weeding the Library collection. Due to our small space configuration, she must be constantly aware of space and display issues. She highlighted MUSTIE: those materials that are Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere. She tries to weed about 1,000 materials a year. Usually around the 2 Book Sales held by the FOYL.
- Sonora reported that we have not received any information on the grant application submitted for the Dollar General Literacy Foundation. If awarded, funds would be used to support the Summer Reading Program.

Friends of the Library: Dave Smith

- The FOYL met on April 19, 2025
- Jill Mazur updated status for the May book sale. Volunteer help is still needed. Mary Armstrong is in charge of volunteer staffing.
- Peter will set up his picture windows showing highlights of our 75 years of Library operation.
- Clothing Drive is May 17, 2025. Colleen Summerville is in charge.
- The Summer Street Dance is scheduled for June 19, 2025 with water sales, Freezee pops for the kids and give away of children's books
- Garage Sale will be July 17-July 20 at the Red Brick School Gym. No pricing of items but requests from buyers as to the price they are willing to pay.
- Bake Sale for August 22, 2025 at the Concert in the Park Series, Blue Grass Band will perform. Friday from 6 until 8:00pm.
- 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 May 21, 2025 at 7pm..

Special Committee on the 75th Celebration: Nancy Askins

- Meeting held April 16th. Topics of discussion included planning for the time capsule unveiling, options for producing commemorative goods for purchase such as a calendar, which had major support and maybe bags. No cookbook. Next meeting will be during the second week in May.

Old Business

- The Board reviewed the 2 policies presented: Copyright and Use of the Copier and Inclusion and Diversity.
- A motion was made by Dave Smith and seconded by David Brooks to accept the amended version of the policy on Copyright and Copier Use. (Amendments were punctuation changes) The motion passed.
- A motion was made by Nancy and seconded by Peter to accept the Policy on Inclusion and Diversity as presented. The motion passed.

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New Business

- Sonora requested the Board approve the purchase of 3 new computers with Windows 11 Operating System through NIOGA for \$2,088 with an additional expenditure of \$49 each computer for a new keyboard and mouse. The monitors will be reused with the new computers. The funds will come from Assemblyman Morinello's Legislative Initiative. (While the computers are working they will not support the new Windows 11 system).
 - A motion was made by Karran and seconded by Nancy to purchase the computers, keyboards and a mouse for each. The motion passed.

Adjournment

- A motion to adjourn the meeting was made at 8:20 p.m. by Peter and seconded by Nancy. The motion passed.

The next meeting of the Board will be held on May 19, 2025 at 7:00 p.m.

Respectfully submitted,

Karran Swayze, Recording Secretary (substitute)

Youngstown Free Library Board of Trustees

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Youngstown Free Library

April Treasurer's Report

May 19th, 2025

- **Revenues**

Total revenue for April was \$7,896.39, including \$550.00 from the Annual Drive, \$878.64 in gifts, \$400.00 in grants, \$107.47 from Fines/copier/fax, and \$5,945.46 from Morgan Stanley (combination of savings and maturing CD interest).

- **Expenditures**

- Expenses totaled \$13,066.76 for April, including \$8,147.01 in personnel costs, \$558.86 in Digital Materials, and \$2,397.90 in purchases from grant funds. Other than grant fund purchases, expenses were about as expected (\$10,668.86).

- **Investments**

- KeyBank Savings is \$6,733.03 as of 4//18/2025, requiring a transfer of \$20,000 from Morgan Stanley to cover the balance of May, June, and part of July's expenses (completed on 5/19/2025).
- Morgan Stanley stands at \$248,458.97 as of 4/30/2025.

- **Summary**

- YFL remains well positioned for 2025 and should be able to meet all obligations.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Balance Sheet
As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	
NYS Legislative Grant	20,000.00
Ruby Carey Restricted	750.00
1000 · Key Bank (First Niagara) - Other	-8,553.03
Total 1000 · Key Bank (First Niagara)	12,196.97
Petty Cash	100.00
Total Checking/Savings	12,296.97
Other Current Assets	
Morgan Stanley	
Morgan Stanley	248,458.97
Total Morgan Stanley	248,458.97
Total Other Current Assets	248,458.97
Total Current Assets	260,755.94
Fixed Assets	
Equipment	20,837.19
Accum. Depr. - Equipment	-19,578.00
Leasehold Improvements	74,378.44
Accum. Depr. - Leasehold Improv	-51,384.00
Total Fixed Assets	24,253.63
TOTAL ASSETS	285,009.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,232.36
Total Accounts Payable	4,232.36
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	19.52
Total 24000 · Payroll Liabilities	19.52
Sales Tax Payable	1.98
Total Other Current Liabilities	21.50
Total Current Liabilities	4,253.86
Total Liabilities	4,253.86
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	225,634.64
Net Income	53,216.07
Total Equity	280,755.71
TOTAL LIABILITIES & EQUITY	285,009.57

8:40 AM

05/13/25

Accrual Basis

Youngstown Free Library

Profit & Loss

April 2025

	Apr 25
Ordinary Income/Expense	
Income	
Annual Drive	550.00
Fines /Copier /Fax	107.47
Gifts	878.64
Grant Funds	400.00
Interest - Morgan Stanley	
Morgan Stanley Interest	5,945.46
Total Interest - Morgan Stanley	5,945.46
Miscellaneous	14.82
Total Income	7,896.39
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	7,176.38
5400 · Ancillary Benefit	403.84
5500 · Social Security & Medicare	549.00
5600 · SUTA/FUTA	17.79
Total 5000 · Personnel	8,147.01
Materials & Services	
Digital Materials	558.86
Audio Visual Materials	22.49
Books	476.44
Computer Software	130.00
Purchases from Grant Funds	2,397.90
Subscriptions & Library Mbr Shp	-166.00
Book Processing & Supplies	19.84
Programming	17.95
Copier Leasing & Usage	67.64
Postage	6.88
Internet/Telephone	80.97
Total Materials & Services	3,612.97
Operating Expenditures	
ALMS Fee	706.58
Office Supplies	77.85
Insurance	-26.25
Copier Lease & Usage	67.64
Internet/Phone	80.96
Total Operating Expenditures	906.78
Miscellaneous Expenditures	
Accounting	400.00
Total Miscellaneous Expenditures	400.00
Total Expense	13,066.76
Net Ordinary Income	-5,170.37
Other Income/Expense	
Other Income	
Change in Fair Market Value	-5,292.72
Total Other Income	-5,292.72
Net Other Income	-5,292.72
Net Income	-10,463.09

8:41 AM

05/13/25

Accrual Basis

Youngstown Free Library

Profit & Loss YTD Comparison

April 2025

	Apr 25	Jan - Apr 25
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	12,839.64
Annual Drive	550.00	7,770.00
Fines /Copier /Fax	107.47	484.45
Gifts	878.64	5,125.84
Grant Funds	400.00	400.00
Interest - Morgan Stanley		
Morgan Stanley Interest	5,945.46	6,416.20
Total Interest - Morgan Stanley	5,945.46	6,416.20
Local Library Service Aid	0.00	149.30
Miscellaneous	14.82	63.11
Town of Porter	0.00	72,100.00
Total Income	7,896.39	105,348.54
Expense		
5000 - Personnel		
5100 - Salaries (Gross)	7,176.38	28,076.43
5400 - Ancillary Benefit	403.84	1,610.55
5500 - Social Security & Medicare	549.00	2,147.84
NY State Disability	0.00	0.00
Worker's Compensation	0.00	763.00
5600 - SUTA/FUTA	17.79	-103.86
Total 5000 - Personnel	8,147.01	32,493.96
Materials & Services		
Digital Materials	558.86	2,253.98
Audio Visual Materials	22.49	869.05
Books	476.44	3,448.06
Computer Software	130.00	254.26
Purchases from Grant Funds	2,397.90	2,397.90
Subscriptions & Library Mbr Shp	-166.00	342.73
Book Processing & Supplies	19.84	559.27
Programming	17.95	638.94
Publicity & Promotion	0.00	75.00
Copier Leasing & Usage	67.64	320.90
Postage	6.88	10.87
Internet/Telephone	80.97	313.59
Total Materials & Services	3,612.97	11,484.55
Operating Expenditures		
ALMS Fee	706.58	2,826.32
Office Supplies	77.85	518.48
Housekeeping	0.00	28.48
Insurance	-26.25	-26.25
Copier Lease & Usage	67.64	320.91
Internet/Phone	80.96	-226.44
Total Operating Expenditures	906.78	3,441.50
Miscellaneous Expenditures		
Accounting	400.00	1,244.73
Total Miscellaneous Expenditures	400.00	1,244.73
Total Expense	13,066.76	48,664.74
Net Ordinary Income	-5,170.37	56,683.80
Other Income/Expense		
Other Income		
Change in Fair Market Value	-5,292.72	-3,468.61
Vendor Collection Credit	0.00	0.88

8:41 AM

05/13/25

Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
April 2025

	Apr 25	Jan - Apr 25
Total Other Income	-5,292.72	-3,467.73
Net Other Income	-5,292.72	-3,467.73
Net Income	-10,463.09	53,216.07

Youngstown Free Library
Reconciliation of Balance Sheet to Profit Loss
April 2025

Total Income	\$ 7,896.39
Total Expenses	<u>\$ (13,066.76)</u>
Net Income (Loss)	<u><u>\$ (5,170.37)</u></u>

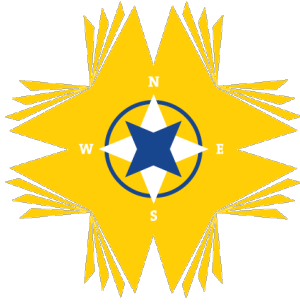
ASSET Summary

Total Assets as of	4/30/2025	\$ 285,009.57
Total Assets as of	3/31/2025	<u>\$ 295,228.82</u>
Change in Value of Assets from Last Period		\$ (10,219.25)

Non-Cash Items

Change in Payroll Liabilities	\$ (36.78)
Change in Accounts Payable Liabilities	\$ (861.14)
Change in Sales Tax Payable	\$ (1.18)
Change in KeyBank Credit Card	\$ 655.26
Period Change in FMV	<u>\$ 5,292.72</u>
Total Change in Non-Cash Items	\$ 5,048.88

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (5,170.37)</u></u>
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Youngstown Free Library

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Director's Report

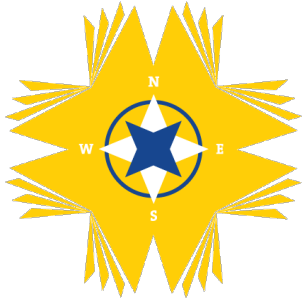
May 2025

CIRCULATION

APRIL	2025	2024	YTD 2025
Adult Nonfiction	233	224	849
Adult Fiction	340	362	1,425
Adult A/V	133	136	503
Juvenile Fiction	489	410	2,256
Juvenile Nonfiction	107	117	468
Juvenile A/V	80	42	243
YA Print	33	49	90
Adult Periodicals	123	97	502
Misc	0	0	0
Other	0	2	13
Internet	48	24	200
Hoopla	249	241	972
Libby	102	68	448
APRIL TOTAL	1,937	1,772	
YTD		7,554	7,969

COLLECTION

APRIL	2025	April circ to collection	2025 circ to collection
Adult Nonfiction	4,366	5% circulated last month	19% circulated this year
Adult Fiction	4,662	7% circulated last month	31% circulated this year
Adult A/V	2,123	6% circulated last month	24% circulated this year
Juvenile Fiction	5,446	9% circulated last month	41% circulated this year
Juvenile Nonfiction	2,528	4% circulated last month	18% circulated this year
Juvenile A/V	680	12% circulated last month	36% circulated this year
YA Print	614	5% circulated last month	15% circulated this year
Adult Periodicals	806	15% circulated last month	62% circulated this year
Misc	9		
Other	6		
TOTAL	21,240		



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CONTINUING EDUCATION

- Show Up for Our Libraries: How to Protect Federal Library Funding – Friday, April 11
- Guide to Crafting and Promulgating the Library Employee Handbook – Friday, April 11
- Nioga Directors' Meeting – Wednesday, April 23
- Rooting out Dysfunction and Creating Successful Teams – Wednesday, May 14

FRIENDS

In April, I presented two trainings on tech tools available to the Friends' leadership team. Attendees learned about using the library's website, accessing the Friends' calendar tools, and using the Friends' Google Drive.

FUNDRAISING AND GRANTS

Unfortunately, the Youngstown Free Library was not awarded a summer reading grant from the Dollar General Literacy Foundation. For the past two years, this \$1,500 grant has helped the Library offer a vibrant summer reading program to the community. I am disappointed, especially as Dollar General has just released the news that a store is moving right next door to the Library!

As I reported at the April board meeting, the Library was generously gifted with two grants for summer reading: \$1,500 by Legislator Irene Myers through the Niagara County Community Partnership Fund, and \$400 from Nioga Library System.

OUTREACH

Storytimes for the toddler and preschool classes at The Children's House are winding down, as their school year ends early in June.

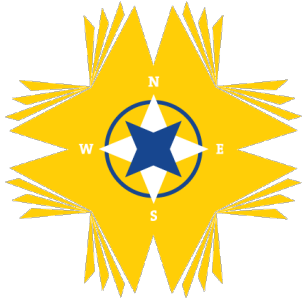
The Youngstown Business and Professional Association met on April 8th with several members of the Library's leadership teams in attendance.

PROGRAMS

In April, I presented a program for seniors at the Lewiston Senior Center called "Getting the Most from Getting the Most from Your Little Library." This lunchtime presentation was a quick and lively hands-on tour of what today's "little library" in Youngstown can offer to seniors in our community.

I have been providing a monthly 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.

I have also been providing a monthly program helping folks with the digital library. Attendees can discover and explore Hoopla and Libby.

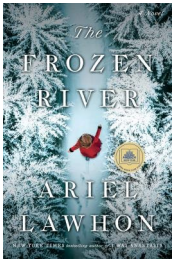


Youngstown Free Library

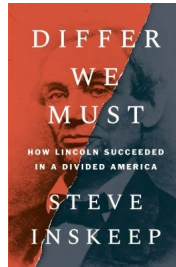
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Book clubs have been meeting regularly since my March report.

EVENING BOOK CLUB:

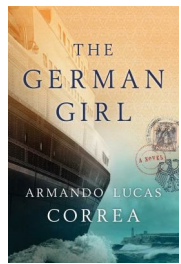


Wednesday, April 9th at 7 pm: *The Frozen River* by Ariel Lawhon



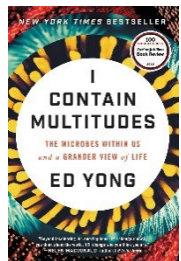
Wednesday, May 11th at 7 pm: *Differ We Must* by Steve Inskeep

AFTERNOON BOOK CLUB:

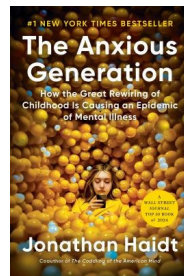


Tuesday, April 15th at 1:30 pm: *The German Girl* by Armando Correa

NON-FICTION BOOK CLUB:



Tuesday, April 7th at 1:30 pm: *I contain multitudes: the microbes within us and a grander view of life* by Ed Yong

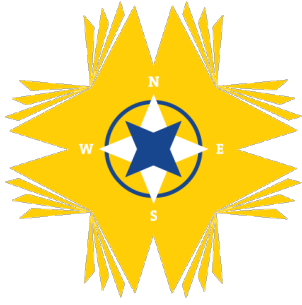


Monday, May 12th at 1:30 PM: *The Anxious Generation: how the great rewiring of childhood is causing an epidemic of mental illness* by Jonathan Haidt

I've been especially pleased with the attendance at the Afternoon Book Club, and with the wonderfully deep discussions we're been having in Non-Fiction Book Club. We have some room for new members in the Evening Book Club, so if you've been looking for a great group, here is our full list of books we'll be reading for the rest of the year:

<https://youngstownfreelibrary.org/documents/eveningbookclub2025.pdf>

Take & Make Craft Kits for April 14 (spring) and May 5 (Mother's Day) flew out the door. Many thanks go out to our dedicated craft kit volunteer, Nadine!



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PUBLICITY UPDATES

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

Facebook: 1,575 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 771 followers: <https://www.instagram.com/youngstownfreelibrary>

I created and released a library newsletter for May events. This was sent on April 25th to the 601 people who have signed up for the newsletter. All back newsletters can be enjoyed here: <https://youngstownfreelibrary.org/newsletter.html>

TECHNOLOGY

The Library's new copier has been installed. This five-year lease contract will take us to spring 2030. It has the same features as our previous Toshiba machine: copier, printer, scanner, and fax machine, but this new one features OCR for all scans.

A receipt printer has been ordered for the staff office computer. This will allow items to be checked out or items on hold processed from that computer.

The three new patron Internet computers have been ordered. They will be installed when Nioga's IT specialist can fit Youngstown into his installation schedule.

Respectfully submitted,

Sonora R. Miller
Library Director