

Regular Board Meeting
Youngstown Free Library Board of Trustees
October 28, 2026

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 Peter Pfohl

Determination of Quorum

Comments from the Public

Minutes of Board Meeting July 27, 2026 Mary Clinch

Reports

President's Remarks	Peter Pfohl
Treasurer's Report	David Smith
Correspondence	Dr. Nancy Askins
Director's Report	Sonora Miller
Friends of the Youngstown Library	Diana Regan
Committee Reports [Other than Below]	

Old Business

- Director Evaluation Process [Personnel Committee]
- Strategic Plan update [Strategic Plan Committee]

New Business

- Personnel Policy Updates Resolutions-" Be it resolved that the Board of Trustees vote to amend policy as presented in handout provided."
- October 24th Closure Resolution- "Be it resolved that the Youngstown Free Library close on October 24, 2026 to allow employee participation in Village sponsored 'Trunk or Treat' event in the Village Center parking lot."

Upcoming Events

Harvest Tea- Saturday, Oct. 3,2026

Trustee Workshops- Wednesdays, Oct. 7 & 21, 2026 [both 6pm-8pm]

Book Sale- Thursday-Saturday, Nov. 5-7, 2026

Adjournment- Resolution to and second

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DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: July 27, 2026

TIME: 7:00 p.m.

Present: Peter Pfohl, Dave Smith, David Brooks, Elizabeth Brooks, Mary Clinch, Diana Regan, Director Sonora Miller

Absent: Chris Regan (excused), Dr. Nancy Askins (excused)

Call to Order: 7:21 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting

Mary presented the minutes of the June meeting, held on June 22, 2026. David Brooks highlighted one additional correction (abbreviation of WNYLRC) that Mary will correct.

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

President's Remarks: Peter

- No updates this month.

Treasurer's Report: Dave Smith

- Dave Smith shared the midyear budget; he is looking into a few transactions that do not appear to be applied to the correct line items in QuickBooks.
- Revenues are in line with expectations for the summer (\$3,112.09 in June). The Friends of the Youngstown Library (FOYL) gave \$2,000.00, gifts were \$604.16, and Morgan Stanley interest was ~\$387. Fines/copier/fax fees totaled \$100.15.
- Expenses were normal for June (\$13,719.29). Of note, audio/visual fees and digital materials showed an increase over last year and reflect the increased use of our virtual lending.
- The FYL KeyBank account stands at \$14,285.34; a transfer will be initiated shortly from Morgan Stanley to ensure coverage for expenses in August and September.
- After the transfer, the Morgan Stanley account will be \$217,000, which reflects a positive balance for 2026.
- The Community Foundation for Greater Buffalo (CFGB) account stands at \$154,766.35, following the reinvestment of the 2026 distribution.

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- YFL should be well situation, barring unexpected expenses, to have a positive year with continued development of both the core collection and digital services. With the continued great support received from the FOYL, the board should consider increasing funding to continue carefully expanding YFL's digital and physical collections where it is most needed.

Correspondence Report: Nancy

- No updates this month.

Director's Report: Sonora

- Sonora shared the calendar for the Summer Reading Program; the YFL is offering 35 programs this summer. Attendance has been slightly lower at some events when compared to last year, but registrations for the Summer Reading Challenge are at a similar level.

Friends of the Youngstown Library (FOYL) Report: Diana

- The FOYL did not meet in July.
- The FOYL will hold a Bake Sale at the Youngstown Friday Night Concert on August 21, from 6:30-8:30 p.m.
- The BBQ and Boil at Bandana's will be held on August 30 from 2:00-7:00 p.m. Tickets are available at the Library (pay with cash or check).
- The deadline for submission of content for the next FOYL newsletter is August 30.
- The FOYL is organizing a Library float in the upcoming Youngstown Labor Day Parade on September 7 at 12:00 p.m.

Communication and Public Relations Committee: Nancy

- No updates this month.

Old Business:

- The Ruby Carey Scholarship check was presented to the winner at a ceremony earlier this evening.
- The Strategic Planning Committee recently met to plan for the upcoming rewrite of the YFL Strategic Plan. The group is currently focused on compiling ideas for the Plan, which includes gathering input from YFL staff. Feedback will be presented at the next meeting on August 5. The group plans to present to the YFL board in October.
- Additions have been made to the list of individuals with authorization for YFL accounts; the changes for Morgan Stanley are being finalized. A new investment advisor has been appointed for the CFGB account; we will work with him to finalize the authorizations.
- The Personnel Committee will be meeting to review the last Director evaluation (performed in 2024), and assess updates required for 2026. In 2024, an evaluation was also done with trustees to assess the current level of understanding and opportunities for training. That process is also recommended to be performed again in 2026.

New Business:

- Sonora shared that a grant was received from the Ralph C. Wilson Foundation to support an internet upgrade. Individuals from the Foundation have expressed interest in visiting the Library on September 28 at 6:00 p.m. for a meet-and-greet. Sonora will notify the Board when more details are available.

Adjournment

- A motion to adjourn the meeting was made at 8:01 p.m. by David Brooks and seconded by Dave Smith. The motion passed.

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The next meeting of the Board will be held on September 28, 2026, at 7:00 p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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Youngstown Free Library

September Treasurer's Report (for August 2026)

September 28th, 2026

With the start of the 2027 Annual Fund campaign, the Library's finances are in a transition phase (paying expenses with donor contribution rather than Morgan Stanley funds), I thought it would be advisable to provide the Board with information on future fund management in addition to the usual numbers.

- **Revenues:**

- Revenues for August were \$1716.46, with interest of \$1477.85 earned from Morgan Stanley.

- **Expenses:**

- Expenses were higher than usual, \$17,916.07, due to a payment of \$4,905.75 for Worker's Compensation. Otherwise, payroll and other operating expenses were much as usual.

- **Investments:**

- Our KeyBank account stands at \$27,617.53 as of 9/21/2026.
- The MS account is \$213,438.65. I had to create a pull of \$20,000.00 earlier this month to cover the additional expenses. We shouldn't require another draw from MS this year but can if needed.
- The YFL CFGB account is \$162,410.36 as of 9/27/2026, which represents \$4,000+ increase since last month. The CFGB continues to show growth at a consistent pace.

- **Future Financial Stability:**

As we are working to complete the upcoming five-year plan, I would like to provide some possible options the Board will have at their disposal to make budgeting easier and more accurate.

- First let me provide some of the background. There are two CD's maturing in December 2026 at MS, totaling \$120,000.00. I would suggest, based upon the requirements of both MS and CFGB, rolling one CD over for as high and long, mature date as I can get with MS. A portion (say \$30,000.00) of the other CD should be transferred to CFGB as it is earning a higher ROI.
- The remaining portion of the CD would be left at MS in the preferred savings, now earning 3.35% but expected to go slightly higher as the Fed is expected to slowly raise rates to combat inflation. Along with the Town of Porter contribution, this should cover expenses for most of 2027.
- Hold FOYL's contribution and as much of the Annual Fund Drive contributions for use in 2028's budget. This will give the Finance Committee a better idea for the revenues for 2028 as we will have an accurate number to work with rather than guessing on the generosity of our donors.

I will have to check with the accountant to see if it is possible to use MS money to balance the budget at the end of 2027 to start off 2028 with listed revenues from the Town of Porter, the 2027 FOYL Contribution (gift) decided upon later this year and money from this year's Annual Fund Drive.

- The Personnel Committee is working on a plan to introduce time off for employees other than Sonora that they will be presenting. Financially this is doable if we are careful.
- Rather than providing separate sick and vacation time, I would suggest using a PTO Bucket that each employee would earn for use as either sick or vacation time. Many employers now use this type of system and provide time off based on hours worked in the previous year, number of years of service, and a percentage of that between 4 and 8%. For example, an employee works 40 hours/week for 52 weeks, or 2080 hours in 2026. They would 83 hours of PTO ($40 \times 52 \times 0.04 = 83.2$, or 80). 20 hours would be 41.6 hours. This might be excessive; I would suggest starting at 2% and working up to 4% maximum ($20 \times 52 \times 0.2 = 20.8$). This will allow YFL to offer affordable PTO to help keep employees. Employees would begin earning PTO time after one year of employment.
 - YFL should maintain three pay rates, at appropriate dollars/hour, for each. Where the employee is slotted will be determined by the Director.
 - Interns-
 - Clerks-New hires, occasional workers (sick subs, etc.) clerks with basic knowledge.
 - Senior Clerks-Employees with more experience, provide an enhanced knowledge of operating systems, help to train new employees, etc.

Pay rates will be determined each year by the Board and will be based upon several factors, including NYS Minimum Wage, COLA, and pay rates in the area.

- Minimum wage in NYS for 2026 is \$16.00. Starting in 2027. NYS will adjust minimum wage based on two factors including COLA and CPI-W (Consumer Price Index for Northeast Wage Earners). It is expected to be \$16.50 for 2027. It is expected to be announced by October 1st, 2026.
- The increase in personnel costs could be absorbed by using MS interest, as we have recently, and the increase in the dividend (or ROI) YFL will receive from CFGB each year. I will need to confirm with CFGB this is a viable use for the dividend and if there is a minimum we must keep at MS to avoid service fees.
 - YFL's budget of clerk hours overage can be covered if more of the MS and CFGB earnings are used to cover personnel, and only personnel overages (operating expenses, materials and supplies, and miscellaneous expenses will continue to be covered under the usual budget). This will allow for an increase of 41 clerk hours per week to approximately 50 hours per week. An addition of 9 hours per week (almost 22% increase) will allow for sick coverage, vacations, extra

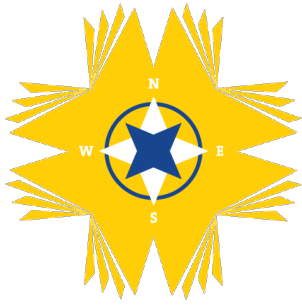
tasks that require completion. Nine hours in 2026's pay rates for 52 weeks would have cost \$8073.00 in additional payroll costs. In 2026, if the PTO Bucket was in place for staff members, the additional cost would be \$735.54 ($2\% \times \$17.25 \times 41 \times 52$).

Although \$8,808.54 is not a small amount, I believe it would be possible to both provide for additional clerk hours per week and a PTO Bucket for each employee, in addition to providing a pay rate that will allow for the hiring and keeping of good employees.

- **Summary:**

- With \$50,000.00+ in MS Preferred Savings, I believe it would be a good time to hold the remainder of FOYL's 2026 Contribution (they have already contributed \$13,000.00 in 2026) and Annual Fund Drive donations in a restricted account until they can be used in 2028's budget, allowing for a much more accurate budget. 2027 expenses should be adequately covered by funds from MS and CFGB. It will deplete the two accounts somewhat, especially MS, but earnings from MS are surpassed by CFGB earnings on a regular basis. This process, going forward, will be utilized in developing future budgets and maintaining a balanced budget (required to maintain our non-profit status).

Respectfully submitted,
David Smith, Treasurer



Youngstown Free Library

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Director's Report

September 2026

BUILDING

This summer, the following building issues were addressed:

- Carpets in Programming Room, office, and foyer were deep-cleaned
- Office cabinets were reorganized, with supplies sorted and put in clear labeled bins.

COLLECTION

This summer, staff completed the following planned collection projects:

- Series in the adult collection were labeled in order by number in series
- Series in the teen collection were labeled in order by number in series
- Rapid growth of the juvenile graphic novel collection to accommodate demand

FUNDRAISING AND GRANTS

Last month, I completed grant applications for The Container Store and WNYLRC's Access & Innovation Grant.

This month, I completed this budget worksheet for Niagara County for their 2026 budget calculations. On behalf of the Library, I am grateful to every organization and government whose financial help allows the Library to continue to serve the community.

PROGRAMS

For children and teens:

This year's lineup of **Summer Reading Programs** ran from Monday, June 30 to Saturday, August 9. This year, the Library offered 35 programs. This year's lineup of Summer Reading Programs ran from Monday, June 29 to Saturday, August 8. All programs were free and available to everyone regardless of residency, and with no registration required.

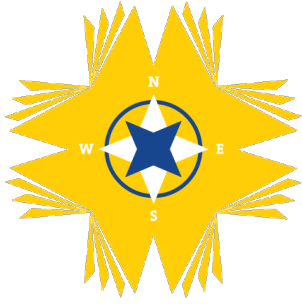
The **Summer Reading Challenge** ran concurrently with the Programs, but it extended through the beginning of the school year. The Summer Reading Challenge encourages children to read (independently or supported, as well as audio or print) with reading rewards for their time spent reading from Monday, June 29 to Saturday, September 12. Together, the 68 children and teens who signed up for the program read a total of 106,879 minutes—amazing!! Think of the skills that these 68 readers built and maintained instead of succumbing to "summer slide," and imagine their priceless discovery (or rediscovery) of a love of reading—such a key to a lifetime of learning!

For adults:

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

- Author study of Doris Kearns Goodwin
- *Heartwood* by Amity Gaige
- *Rebel Falls* by Tim Wendel

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



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- *The Guest List* by Lucy Foley
- *Rebel Falls* by Tim Wendel
- *Project Hail Mary* by Andy Weir

Non-Fiction Book Club read and discussed the following titles since my last report in July:
Notes on Being a Man by Scott Galloway

Regular tech programs offered since my last report in July:

- **Discover & Explore Your Digital Library** (July, August & September)
- **Tech Help with Sonora & Adam & Keith** (July, August, September)

PUBLICITY UPDATES

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

Facebook: 1,652 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 855 followers: <https://www.instagram.com/youngstownfreelibrary>

TECHNOLOGY

Technology updates were completed this summer using grant funding:

- Security camera system (consisting of six cameras) was installed throughout the Library
- Upgraded Internet (wired and wi-fi) system installed to increase access, speed, security, and signal strength throughout the Library, completed using a Ralph C. Wilson Rural Libraries Grant
- Digitization Station completed using an Access and Innovation Grant from WNYLRC

Respectfully submitted,

Sonora R. Miller
Library Director

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Library Director Evaluation

The Youngstown Free Library Board of Trustees will conduct a formal, written evaluation of the Library Director annually.

Purposes of the Director Performance Evaluation:

- To provide the Director with a clear understanding of the board's expectations.
- To ensure the Director and the board are aware of how well the expectations are being met.
- To serve as a tool for communication between the board and Director.
- To demonstrate sound management practices and accountability to the community.

Explanation of Ratings Used:

1 – Outstanding; performance is exceptional in comparison to expectations.

2 – Effective; consistently meets performance expectations.

3 – Satisfactory; performance generally meets expectations.

4 – Does not meet expectations.

Ratings are provided in the following areas using the above scale – 1 (highest) to 4 (lowest):

1. Library Services

____ Management of the Library's collection, including additions, maintenance, preservation and disposal of materials.

____ Organization and administration or supervision of all library activities, programs and services. Creativity, initiative and knowledge of trends are demonstrated in creation and maintenance of services and programs.

____ Collection, maintenance and analysis of data regarding operations, performance and usage of the library.

____ Demonstrates a commitment to excellence in customer service and empowers staff to do the same.

Comments:

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2. Community Relations and Collaboration

_____ Direction and supervision of a public relations program to promote the library's collections, services and programs.

_____ Maintenance of the Library's website, social media, and searchable business listings, as well as collaboration with The Friends of the Library in promoting the library to the community.

_____ Active involvement with local business groups, government officials and Nioga through meetings, workshops or seminars.

Comments:

3. Day to Day Operations

_____ Development and administration of sound personnel procedures and practices, encourages staff development and education and coordinates ongoing NYS training requirements for self and staff.

_____ Utilization of established policies related to the hiring, training, supervision and performance evaluation of library employees.

_____ Creation and maintenance of an up-to-date working schedule for employees and administration of the volunteer program.

_____ Direction or supervision of the maintenance, acquisition and/or disposal of Library utilities, appliances, furnishing, equipment, technology and supplies; interacts with appropriate Village employees concerning maintenance of the Library's building.

Comments:

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4. Financial Management

_____ Collaboration with the Treasurer and Finance Committee regarding preparation of the annual budget, bank deposits and maintenance of accurate financial records.

_____ Management of operating expenditures to fit the Board-adopted budget, as well as collection and accounting of fees and other charges.

_____ Preparation of payroll for accountant, management of PTO and sick leave calculations, communication with staff regarding payroll.

_____ Creation and management of grant requests from state and federal agencies and non-profit foundations and administration of grant funds upon award.

Comments:

5. Relationship with Board of Trustees

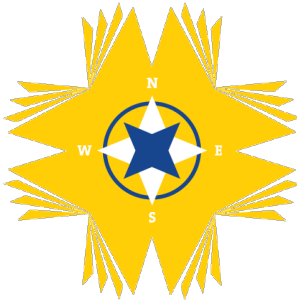
_____ Collaboration with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library, in keeping with the mission statement and strategic plan of the Library.

_____ Preparation and presentation of regular reports, including an annual report to keep the Board informed of issues, needs and operational performance.

_____ Provides assistance with preparation of meeting agendas and material and is actively involved in new trustee orientation. Provides professional expertise and guidance to the board and serves on selected committees in a support role.

_____ Provides policy recommendations to the Board, administers Board policies, provides staff support and information to the Board.

Comments:



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PERSONNEL POLICY

(proposed updates Sept. 2026)

[...]

3. Leave policy

3-1 Holiday Closings

Holiday closings are determined by a schedule submitted by the Director to the Board of Trustees in November. ~~Hourly staff members are not paid for holiday closings.~~ Salaried staff members are paid for the following national holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Hourly staff members are paid for shifts for which they are ordinarily scheduled to work but for which the Library is closed to mark a holiday.

[...]

3-3 PTO – paid time off - comprises any type of leave, other than sick leave per 3.2 above.

~~As of January 2019, new hourly hires will not receive paid vacation time or personal time.~~

For hourly employees ~~with a start date prior to January 2019~~, all leave/paid time off (PTO), aside from sick leave, is calculated based on previous year's Average Weekly Hours worked/paid (AWH).

AWH = Total Hours worked/paid for the year* divided by 52. (*based on the End of Year Payroll Report.)

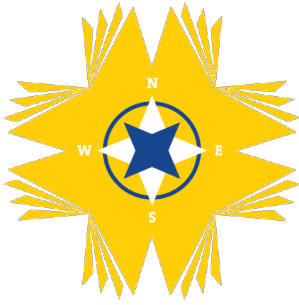
For example, in the previous year, an hourly employee was paid for a total of 572 hours of which 520 hours were hours worked and an additional 52 hours were taken as PTO. Therefore their AWH was $572/52 = 11$.

All salaried positions have an AWH of 40 hours.

All salaried employees (any hiring date) and hourly employees ~~hired prior to January 2019 will continue to receive the following PTO:~~

Personnel Policy

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Adopted on:	October 23, 2020
Amended on:	Jan. 25, 2021, Oct. 25, 2021



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Length of Service	PTO Allowance
After 1 full year of service	Eligible for 1.25 times AWH
After 2 full years of service	Eligible for 2.25 times AWH
After 10 full years of service	Eligible for 3.25 times AWH
After 20 full years of service	Eligible for 4.25 times AWH

In the above example, if the hourly employee with an AWH of 11 hours has 3 full years of service, then using the table above, they will have earned $11 \times 2.25 = 24.75$ hours of PTO.

For any salaried new hire, their PTO allowance during the first year of service will be a pro-rated portion of 1.25 times 40 (salaried AWH).

Staff members wishing to take PTO may do so with the Director's permission. If the Director plans to take one or more weeks of their PTO at one time, they should advise the Board.

Any unused PTO may be carried over to the next calendar year only. That means that every January, the maximum PTO allowed will be the number of PTO hours earned for the current year (which starts January 1) plus the number of PTO hours earned but not used in the previous calendar year.

Employees will not be reimbursed for any unused PTO, even at termination of service.

The Director will be responsible for tracking Sick Leave accrued, Sick Leave taken, PTO earned and PTO taken and must provide this information to employees within three business days of request.

[...]

13. Safety and Health

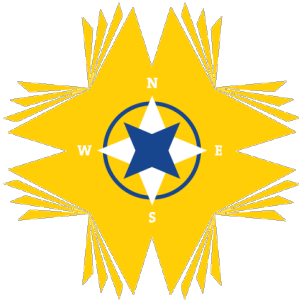
[...]

D. Drug Free Workplace Statement

The Library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. The use of over-the-counter medications, when taken as directed, is permissible. Being under the influence of any unlawful or controlled substance, without a

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doctor's prescription and work release, is also grounds for immediate dismissal.

Employees convicted of a criminal drug statute must notify the Library within 5 days of such conviction and may be required (at his/her own expense) to complete an approved drug abuse or rehabilitation program. For help or additional information, contact the Director.

The Library prohibits the consumption of alcohol on its premises, unless specifically authorized by the Director at library-sponsored or approved events.

In addition, any employee found selling, purchasing or using any illegal drugs or controlled substances **without a doctor's prescription** on the premises will be subject to immediate dismissal. In accordance with local laws, such violations will also be reported to the appropriate law enforcement agencies.

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