



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: January 24, 2022

TIME: 7:00 p.m.

Present: Sonora Miller, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Mary Clinch, Dave Smith, Claudia Andres, Devon Tower

Absent: Barb Costello

Call to Order: 7:12pm

Elections for Chairman Pro Tem: Devon Tower made a motion for Maggie to step into the role as Chairman Pro Tem since the Board is currently without an elected President. Karran Swayze seconded the motion. Motion accepted.

Comments from the public: None

Minutes: The minutes of the November 22, 2021 meeting were presented approval.

- A motion was made by Dave Smith and seconded by Mary Clinch to accept the minutes as presented. The minutes were accepted as presented.

DIRECTOR'S REPORT

Director Sonora Miller shared the January Director's Report.

- 2022 In-Person and Phone Hours include
 - Mondays and Wednesdays 2:00-8:30pm
 - Tuesdays 9:30-8:30pm
 - Thursdays 2:00-6:00pm
 - Fridays and Saturdays 10:00-2:00pm
- Library Checkouts – Home delivery available to patrons who are isolating/homebound. 24,000 materials are available for checkout.
- Free Wi-Fi in the parking lot available 24/7.
- Library Programs include Afternoon Book Club, Evening Book Club Non-Fiction Book Club, Movie Club, Town of Porter Story Hour, and Winter Reading Program
- Library Services include Tax forms/booklets (coming in February), Computers, Printing/Copying/Faxing, Battery Recycling, Art Gallery showcasing local artists, as well as puzzles and sudoku books available for pickup
- Network for Good membership renewed a year long contract. The Friends of the Library covered 50% of the cost of the software.

- Social Media Updates: Facebook 1,099 followers, Twitter 49 followers, and Instagram 538 followers.
- Staffing includes three Clerks: Marlene Wessel, Chris Schermel and Megan Sherman (also Library Page.)
- Technology Updates include a new computer purchase to replace staff computer and new licenses for Norton Antivirus.
- Karran Swayze made a motion to accept the Director's Report as written and was seconded by Dave Smith. Motion accepted.

TREASURER'S REPORT

Treasurer Maggie Steyn shared the January Financial Report.

- Youngstown Free Library Budget for 2022 was adopted at the Trustees Board Meeting on November 22, 2021. This has been added to the YFL website for reference.
- Mary Beth Smith made a motion to accept the Treasurer's Report as written and was seconded by Dave Smith. Motion accepted.

CORRESPONDENCE

Corresponding Secretary Karran Swayze sent a thank you letters to the following:

- Lauren and Nick Morse for donations, including felt Christmas tree and ornaments, and children's toys.

OLD BUSINESS

Update: "Jug" 5K Run on February 5, 2022: A meeting is to be scheduled this week for all persons volunteering for help with the event.

Network For Good Update: Mary Beth Smith has taken the lead to explore Network for Good more in depth to see everything it has to offer. She shared that she has taken webinars offered through the website and has decided to specifically focus on the email writing. Additional ideas she shared was to add an incentive for donations, opportunities to match donations, testimonials and sending text messages to contacts.

NEW BUSINESS

ELECT BOARD OF TRUSTEES OFFICERS

Election of Vice President (Mary Clinch)

- A motion was made by Mary Clinch to accept the YFL Board of Trustees Vice President. Seconded by Dave Smith. Motion passed.

Election of President (Devon Tower)

- A motion was made by Devon Tower to accept the YFL Board of Trustees President. Seconded by Claudia Andres. Motion passed.

Election of Recording Secretary (Dave Smith)

- A motion was made by Dave Smith to accept the YFL Board of Trustees Recording Secretary. Seconded by Mary Beth Smith. Motion passed.

ANNUAL FORMS: All Board members are required to sign the following forms: Code of Ethics, Whistleblower, and Conflict of Interest and return to Sonora as soon as possible.

2022 TRUSTEE HANDBOOK BOOK CLUB: All Trustees are encouraged to participate in the webinar series. See Sonora's email from 1/12/22 forwarding the link to register for the monthly webinar series.

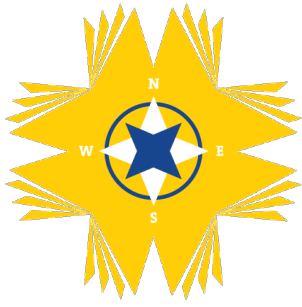
DISCUSSION OF COMMITTEES: At the February 2022 Board Meeting, assignments for the Committees will be discussed.

Motion was made by Mary Beth Smith to adjourn the meeting and seconded by Karran Swayze. The meeting was adjourned at 8:20pm. The next Regular Board Meeting of the YFL Board of Trustees will be Monday, February 28, 2022 at 7:00pm. Location to be determined.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



Youngstown Free Library

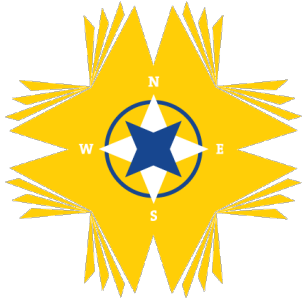
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www.youngstownfreelibrary.org

Director's Report

January 2021

WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- 2022 in-person and phone hours
 - Mondays: 2:00 – 8:30 PM
 - Tuesdays: 9:30 – 8:30 PM
 - Wednesdays: 2:00 – 8:30 PM
 - Thursdays: 2:00 – 6:00 PM
 - Fridays: 10:00 – 2:00 PM
 - Saturdays: 10:00 – 2:00 PM
- Library checkouts
 - 24,000 books, magazines, and movies available for checkout
 - Home delivery available for those isolating or homebound
 - Available by contacting the Library at 745-3555
 - Deliveries from 21 other Nioga libraries arrive twice a week
- Free Wi-Fi in the parking lot 24/7
 - Wi-Fi extender strengthens signal through the building's walls to reach the entire parking lot
 - No password required
- Library programs
 - Afternoon Book Club
 - January meeting met simultaneously in person and via Zoom
 - Evening Book Club
 - January meeting held via Zoom
 - Non-Fiction Book Club
 - New Zoom-only club will meet bi-monthly starting in February
 - Movie Club
 - on pause for now
 - Town of Porter Story Hour
 - January programs met in person
 - Friends of the Library Meetings
 - January meeting met simultaneously in person and via Zoom
 - Library Board of Trustees Meetings
 - January meeting held via Zoom
 - Winter Reading Program
 - Held December 20 – January 15
 - Collection of programs including Noon Year's Eve Party, Words with Birds, and Take & Make Craft Kits
 - Reading Challenge totaled 4,749 minutes spent reading by 14 registrants
- Library services
 - Tax forms and booklets return in February



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- Computers available for use
- Printing, copying, and faxing services
- Battery recycling available
- Jigsaw puzzles and sudoku books for pickup
- Art gallery showcasing local artists
- Year-round Nearly New Book Sale for the public

FUNDRAISING AND GRANTS

The Youngstown Free Library has just renewed a year-long contract with Network for Good to provide donor management and payment processing software. This means that we can continue to conduct fundraising online safely and securely. The Friends of the Library have absorbed 50% of the cost of the software.

PROGRAMS

This year has been a grand experiment in widening our programming options to the community. From online-only to in-person options, and from live to asynchronous programs, the Library has adjusted its programming to the virus. The most popular option has been a hybrid option of both in-person and Zoom simultaneously, which have been difficult to finesse technologically, but such a boon to patrons who desire the flexibility.

This year, we also focused on children's programs that can be done from home on their own time, and which do not require groups to gather. From take-and-make craft kits to reading challenges, the Library has embraced options that allow children to connect with creativity and reading without the worry of contagion.

PUBLICITY UPDATES

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

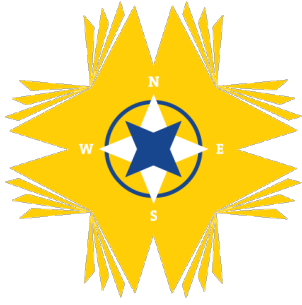
Facebook: 1,099 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 49 followers: <https://twitter.com/ytownlibrary>

Instagram: 538 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

We enter 2022 with three Library Clerks: Marlene Wessel, Chris Schemel, and Megan Sherman. Megan Sherman also holds the position of Library Page.



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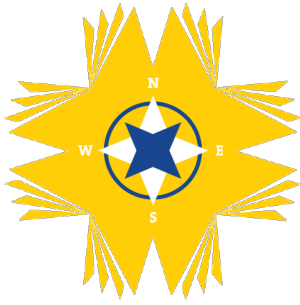
TECHNOLOGY

I am purchasing new licenses for Norton Antivirus through a partial grant from TechSoup. The Norton will be installed on all staff computers and tablets; this is a license renewal.

A new computer has been purchased to replace the 10-year-old staff computer in the office. Nioga's IT professional will be installing the new computer soon. The computer it replaces will be restored to factory settings and then it will become the replacement catalog computer.

Respectfully submitted,

Sonora R. Miller
Library Director



Youngstown Free Library

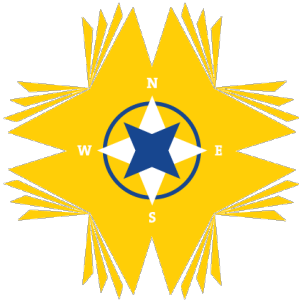
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2022 PROPOSED CLOSURES FOR HOLIDAYS

New Year's Day	Saturday	January 1
MLK Day	Monday	January 17
Presidents' Day	Monday	February 21
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Indigenous People's Day/Columbus Day	Monday	October 10
Veterans Day	Friday	November 11
Thanksgiving	Thursday	November 24
Christmas Eve	Saturday	December 24
Christmas	Monday	December 26
New Year's Eve	Saturday	December 31



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2022 LIBRARY BOARD OF TRUSTEES MEETINGS

Monday, January 24	6:30 PM	Annual Meeting*
Monday, January 24	7 PM	Board of Trustees Meeting*
Monday, February 28	7 PM	Board of Trustees Meeting
Monday, March 28	7 PM	Board of Trustees Meeting*
Monday, April 25	7 PM	Board of Trustees Meeting
Monday, May 23	7 PM	Board of Trustees Meeting*
Monday, June 27	7 PM	Board of Trustees Meeting
Monday, July 25	7 PM	Board of Trustees Meeting
August		NO MEETING
Monday, September 26	7 PM	Board of Trustees Meeting*
Monday, October 24	7 PM	Board of Trustees Meeting
Monday, November 28	7 PM	Board of Trustees Meeting*
December		NO MEETING

* Reports are due for these meetings.

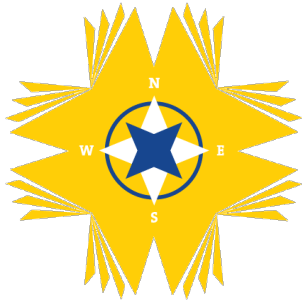


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Board of Trustees' Terms of Office as of January 2022

Name	Term
Maggie Steyn	Third three year term until 1/2023
Karran Swayze	Second three year term until 1/2023
Devon Tower	First three year term until 1/2023
David Brooks (completing Emma Hartloff's First Term)	Until 1/2023
Claudia Andres	Second three year term until 1/2024
Barbara Costello	Second three year term until 1/2024
David Smith	First three year term until 1/2024
Mary Beth Smith	First three year term until 1/2024
Mary Clinch (completing Nadine Tidwell's First Term)	Until 1/2024



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January 24, 2022

Hello Youngstown Free Library Board Members!

Welcome to the 2022 Board of Trustees!

All leadership boards work best when everyone is on the same page and information is easily accessible. Transparency is part of the Youngstown Free Library's long-term strategic plan.

To that end, the Library has a Dropbox folder set up for all trustees. Dropbox is a company that sets up secure, private, clouds where members can share and work on documents as individuals, committees or the full board.

If you have not yet received emailed invitations to join this folder, please let me know. Only the members invited have access to upload, view, edit, and print. There are folders for every committee, every board meeting, bylaws, policies, and information to aid you in your service as a trustee.

This is not the same as posting information on our website, as this not public (not accessible to anyone beyond the board) and it allows for editing (if the document is not a pdf). Essentially, this is a shared workspace for Library Board documents.

Whatever you change or create in this YF Library Board Team Folder changes it for all other board members.

I encourage everyone to utilize this tool, even if it's new and unfamiliar. I recommend installing the app on a personal computer or laptop; I find this to be the easiest way to access the files. You can also access the files from any computer by logging in to your account at [dropbox.com](https://www.dropbox.com). Your access to Dropbox is free for you.

There are plenty of online resources to help you get comfortable with Dropbox. If you prefer to learn with me, I will be offering one group tutorial in person and one group tutorial over Zoom:

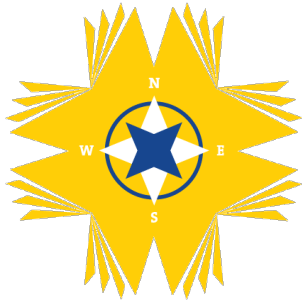
Saturday, January 29th 12:00-1:30 PM at the Youngstown Free Library

Thursday, February 3rd 6:30-8 PM via Zoom

<https://us02web.zoom.us/j/87145489267?pwd=VjdES0hFaEV5LzdqU01BZTJrVmJzd09>

Meeting ID: 871 4548 9267

Passcode: 7453555



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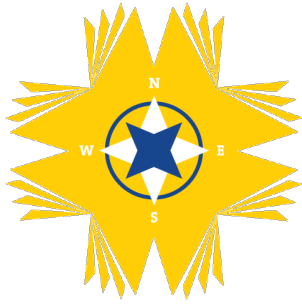
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During these workshops, we will also go over how to access Google to see all the library programs, work schedules, outreach appointments and other calendars used by library staff and available privately to staff and board members.

Any questions? I'm always happy to answer any and all questions.

Take care,

Sonora
Library Director



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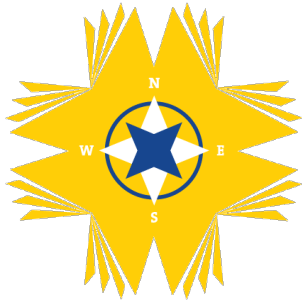
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Youngstown Free Library Board of Trustees

Orientation Booklet for New Trustees

January 2022





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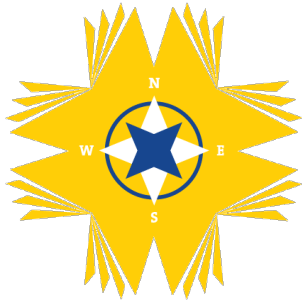
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*Much of the content is excerpted from the Youngstown Free Library By-Laws.



Youngstown Free Library

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HISTORY

Historic records don't agree as to exactly when Youngstown had its first library. One account puts it in 1915, and another in 1927. In either case, the Library had to close due to lack of funds.

In 1948, the Youngstown Civic Guild sponsored a new Youngstown Free Library. In 1949, trustees were elected, and by-laws written. It has occupied several spaces in the Village and came to its present home in 1972-73.

The Library was incorporated in 1951 with a provisional charter from the State. In 1957, the provisional charter was extended. In 1962, the Library was granted an absolute charter, which was amended to extend our service area in 2005.

MEETINGS

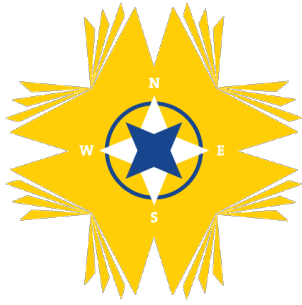
The Library Board of Trustees meets the 4th Monday of the month except for May when it is usually on the 3rd Monday of the month.

There are two meetings held back-to-back in January. The first is an Annual Meeting of the Association, which is required by our by-laws. It is held to report to the public and to elect new Trustees. Reports from the Director, the Treasurer, the President, and the Friends of the Library are presented. After the Annual Meeting, a regular Board Meeting is held. Board of Trustee officers are elected at this meeting.

All meetings are open to the public.

Regular Board Meetings are held in January, February, March, April, May, June, July, September, October, and November. An agenda is prepared, minutes are taken, and old and new business is conducted. In January, March, May, September, and November, a financial report and committee reports are given. The President provides an agenda. Any trustee may submit agenda items. These will be solicited by e-mail prior to the meeting.

There are no meetings in August or December.



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A special Board Meeting may be called if business needs to be transacted. The President may call a special meeting. Three Trustees who make a written request to the President may also request that a meeting be held.

Meeting notices/reminders and minutes are sent by e-mail. Minutes are posted on our website, www.youngstownfreelibrary.org, and in Dropbox. Consult Dropbox prior to any meeting for the agenda and reports.

THE BOARD OF TRUSTEES

The Board of Trustees is governed by a set of by-laws and by policies which should be reviewed every five years. The most recent review and changes were completed in November 2018.

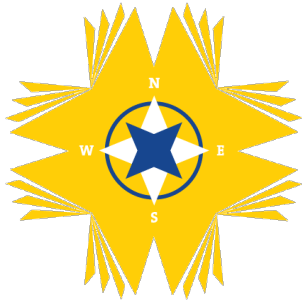
There are eleven trustees for 2021-2022. It will take six Trustees to make a quorum. Trustees are elected at the Annual Meeting in January for a three-year term. All terms do not expire at the same time. Trustees are limited to three successive three-year terms. After three consecutive terms, an individual may be re-elected to the Board after an absence of one year.

The Board annually elects a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. The election of officers occurs at the first regular Board Meeting in January. See the By-Laws for description of each office.

The Duties of the Board of Trustees are: (taken from the Handbook for Library Trustees of New York State)

- “Create and develop the mission of the library;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library’s service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Regularly plan and evaluate the library’s service programs;
- Maintain a facility that meets the library’s and community’s needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out these duties.”



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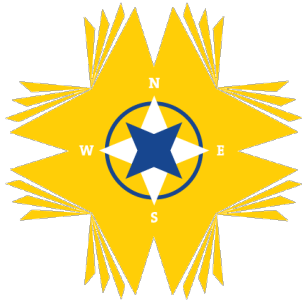
Page 20 of our by-laws include additional responsibilities:

- Determine the purpose of the Library.
- Adopt policies which govern its operations.
- Be cognizant of Library standards and trends.
- Attend regional, state and national trustee meetings and workshops.
- Understand the function and services of the library agency.
- Report regularly to local governing officials.
- Act as a link between community and Library.
- Plan and support a public relations program.

EXPECTATIONS OF TRUSTEES

Being a member of the YFL Board of Trustees requires commitment and engagement. Trustees are expected to attend meetings, serve on committees and take part in Library and Friends of the Library events. A Code of Ethics is signed each year by all Trustees (see addendum). We agree to conduct ourselves in accordance with the highest ethical standards and to ensure that a fair, honest, transparent, and collegial process is followed in all of our endeavors. In addition, we follow some meeting ground rules that, when followed, allow meetings to run smoothly. They are:

- We are all equal Trustees and as such are entrusted with creating policy and oversee finances. We are not here to micromanage and we all actively and equally share the responsibility and decision making.
- All action should be discussed by the Board of Trustees prior to execution unless it is a special emergency.
- Provide agenda items in advance of the meetings by submitting them to the President unless it is an emergency item.
- Be timely in our comments.
- Use a committee system to work on projects.
- Use our work sessions for committees to meet and report.
- Make decisions prior to vote through a consensus process, which means that you can live with the idea even though you may not agree with all of it.



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ATTENDANCE

Attendance at Board Meetings is important. Any Trustees with three unexcused absences from scheduled Board meetings in a twelve-month period may have been deemed to have resigned.

COMMITTEES

Standing Committees consist of Board members and when necessary and desirable, up to two members of the community and/or Library staff. Each committee has a chairperson who calls and leads the meetings and appoints non-Board members, maintains liaison with the President and Director as necessary and reports on the Committee's work and makes recommendations to the Board.

Standing Committees are: Executive, Nominating, Finance, Personnel, Community/Public Relations, Scholarship, Special Projects, Historical, and any ad-hoc committees needed. We will have a Sustainability and Physical Space Ad Hoc committees for 2022-2023.

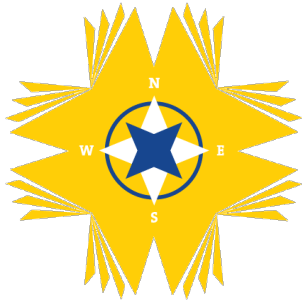
The Presidents appoints Board members to committees and selects chairpersons. Trustees are asked their committee assignment preferences. These are followed when possible. Assignments are made at the first meeting in January.

See the by-laws for more information on responsibilities of each committee.

STAFF

The Library is managed by a salaried director who answers directly to the Board. The Director has the overall responsibility for the operation, names salaried and part-time help as required, and with the consent of the Board, hires other staff.

The Staff consists of Director, Sonora Miller, who works full time. Marlene Wessel and Chris Schemel are part-time Library Clerks. Megan Sherman is part-time Library Clerk and Library Page.



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FUNDING/FINANCES

Funding for the Library is provided by the Town of Porter, the Village of Youngstown, Niagara County, Local Library Service Aid from New York State, and grants from Nioga Library System. Community fundraising comes from the Library's Annual Fund Drive and from grants from the Friends of the Library. The Friends of the Library are a very important asset to our Library.

The Library may receive special grants from the State, write for specific grants and often receives donations in memoriam.

The Treasurer works with the Library Director to create a budget. It is presented at the November meeting for approval.

Funds are held in secure holdings with Morgan Stanley.

Funding is our greatest challenge. The Board has been very active in attempting to find sources for funding that will allow us to be sustainable well into the future.

PROGRAMS

Pre-pandemic, the Library offered an average of twenty-five programs per month. Programs included programs for children, two adult book clubs, a movie club, tech help programs, and many more. The Library Director has expanded the number and types of programs available to patrons. She reports on these activities at each Board meeting in her Director's Reports.

During the pandemic, the Library offers programs for children, regular take-home craft kits for children, three adult book clubs, and tech help via one-on-one appointments.

LIBRARY HOURS

Mondays and Wednesdays

Tuesdays

Thursdays

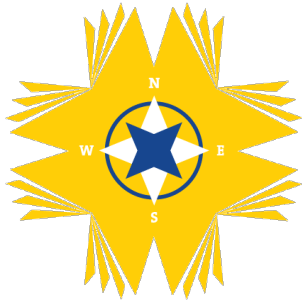
Fridays & Saturdays

2:00 PM to 8:30 PM

9:30 AM to 8:30 PM

2:00 PM to 6:00 PM

10:00 AM to 2:00 PM



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During the pandemic, the Library offers select library programs by appointment. Appointments are scheduled at www.picktime.com/youngstownfreelibrary

FRIENDS OF THE LIBRARY

The Library is fortunate to have an enthusiastic and skilled group of supporters in the Friends of the Library. The Friends have their own Board of Directors and meet monthly. They run the Library's annual fund drive including soliciting and recording donations. They also have their own membership drive and several fund-raising programs such as "Dessert in the Stacks" and a fall and spring book sale. They send a newsletter to their three hundred members four times a year. The Friends provide monies for special projects and programs for the Library. In 2022, Wendy Swearingen is President. It is important that Trustees support the activities of the Friends. They are our greatest resource.

RESOURCES

Library website: www.youngstownfreelibrary.org

Nioga website: www.nioga.org

"Like" the Youngstown Free Library on Facebook, Twitter, and Instagram

Sign up for the Library's newsletter: <https://youngstownfreelibrary.us11.list-manage.com/subscribe?u=6dc37c8daa94ccb08fd20fe90&id=a30246504b>

Library Trustee Association of New York State: www.librarytrustees.org

"Handbook for Library Trustees of New York State, 2018 Edition"

NOTES

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2022

Adopted at Board Meeting 11-22-2021

REVENUE	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes - Library will be offering Service Hours of 36 Hours per week throughout the year
TOWN OF PORTER	\$65,000	\$65,219.00	\$70,000	
NIAGARA COUNTY	\$3,786	\$7,814.00	\$7,814	Assume the same as 2021
YOUNGSTOWN VILLAGE	\$1,000	\$1,000.00	\$1,000	Assume the same
LOC. LIBRARY SERVICE AID	\$776	\$1,260.00	\$1,386	Based on Materials & Services lines of our budget, which have increased in recent years
LEGISLATIVE INITIATIVE	\$0	\$0.00	\$0	
FRIENDS	\$10,000	\$9,730.00	\$14,000	Requested a significant increase from the Friends, which was approved
FINES/ COPIER/ FAX	\$2,400	\$761.70	\$2,400	
INTEREST	\$2,000	\$2,196.57	\$150	Low/negligible interest rates
GIFTS / SUSTAINABILITY EVENTS	\$4,000	\$11,309.80	\$12,000	Events: (1) The Jug - 5K run - Feb; (2) "Somewhere" event (TBD); (3) Event at Mug (TBD); (4) Letter-writing Campaign
ANNUAL DRIVE	\$16,000	\$24,130.00	\$27,000	
MISCELLANEOUS	\$100	\$115.74	\$100	
UNRESTRICTED GRANT FUNDS	\$500	\$600.00	\$5,000	Grant for books, media
RESTRICTED GRANT FUNDS	\$17,995	\$17,995.00	\$5,000	
TOTAL REVENUE	\$123,557	\$142,131.81	\$145,850	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2022

Adopted at Board Meeting 11-22-2021

EXPENDITURE	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
PERSONNEL				
SALARIES (GROSS)	\$85,798	\$82,549.52	\$83,900	Staff FTE: 1.33
HEALTH BENEFIT	\$4,000	\$4,000.10	\$4,000	
SOCIAL SECURITY & MEDICARE	\$6,870	\$6,347.99	\$6,724	Rate unchanged for 2022 at 7.65 * (Gross Salaries + Health Benefit)
CONTINUING EDUCATION & NETWORKING/Memberships	\$500	\$50.00	\$160	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$510	\$473.89	\$408	
WORKER'S COMPENSATION	\$510	\$772.00	\$850	Underbudgeted in 2021
CHRISTMAS BONUSES	\$250	\$236.79	\$200	\$50 per staff member;
TOTAL PERSONNEL	\$98,438	\$94,430.29	\$96,242	
LIBRARY MATERIALS & SERVICES	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
AV & DIGITAL MATERIALS (excl HOOPLA) purchased	\$10,881	\$4,491.37	\$6,086	Split-out Hoopla element from other digital materials purchased
HOOPLA (streaming, rentals)		\$2,485.06	\$4,850	
BOOKS	\$8,500	\$8,722.63	\$7,500	
COMPUTER SOFTWARE	\$300	\$0.00	\$280	For Patron computers
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,100	\$3,415.75	\$3,940	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,560.38	\$1,680	
PROGRAMMING	\$1,980	\$1,499.18	\$1,780	
PUBLICITY & PROMOTION	\$400	\$1,220.00	\$1,600	NFG (\$1,200pa) has been added here
COPIER LEASE & USAGE	\$1,230	\$867.69	\$840	
POSTAGE	\$290	\$401.00	\$120	
INTERNET/PHONE	\$560	\$584.68	\$580	
TOTAL LIBRARY MATERIALS & SERVICES	\$29,921.00	\$25,247.74	\$29,256	

OPERATING EXPENDITURE	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
ALMS FEE	\$7,295	\$6,687.01	\$7,419	Confirmed at NIOGA meeting on Sept 28th
OFFICE SUPPLIES	\$1,600	\$1,406.49	\$800	
HOUSEKEEPING	\$100	\$249.59	\$80	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2022

Adopted at Board Meeting 11-22-2021

INSURANCE	\$4,900	\$3,754.43	\$4,500	
RENT	\$1	\$1.00	\$1	
MAINTENANCE (SPACE)	\$1,150	\$519.48	\$800	
COPIER LEASE & USAGE	\$1,230	\$867.75	\$840	pro-rate at 50% between Services (for programming etc) & Operating; contract is for \$128 per month + Overage
POSTAGE	\$290	\$409.70	\$120	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$560	\$584.62	\$580	pro-rate at 50% between Services (for programming etc) & Operating
TOTAL OPERATING EXPENDITURE	\$17,126	\$14,480.07	\$15,140	
COVID-19 OPERATING EXPENDITURE	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
LIBRARY CLEANING MATERIALS & PROCESSING	\$2,000	\$9.99	\$0	
OFFICE SUPPLIES	\$1,000	\$1,009.97	\$800	
REMOTE OPERATION	\$500	\$0.00	\$0	
TOTAL COVID-19 OPERATING EXPENDITURE	\$3,500.00	\$1,019.96	\$800	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2022

Adopted at Board Meeting 11-22-2021

	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
CAPITAL EXPENDITURE				
TECHNOLOGY	\$1,000	\$1,098.99	\$500	Staff monitor
OTHER - SPACE etc	\$0	\$1,091.48	\$0	
TOTAL CAPITAL EXPENDITURES	\$1,000	\$2,190.47	\$500	
MISCELLANEOUS	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
ACCOUNTING & PAYROLL SERVICES:	\$3,709	\$3,050.00	\$3,657	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***.
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$2,545.00		*** \$215 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$60.00		*** \$10 * 26
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377	\$45.00		*** 'to include ACH fees of \$3.50 * 26 + Overnight postage \$7.50 * 26
990 PREPARATION & DEPRECIATION	\$400	\$400.00		***
W-2 PREPARATION	\$50	\$0.00		*** \$30 + \$2 PER STAFF MEMBER (4)
1099 PREPARATION	\$42	\$0.00		*** \$30 + \$4 PER RECIPIENT (Guestimate of 5)
INVESTMENT & ADVISORY FEES	\$0	-\$120.00	\$0	MORGAN STANLEY fees are currently zero
BANK CHARGES & FEES	\$10	\$1,200.00	\$5	Occasional foreign currency transfer fees
PROFESSIONAL SERVICES - AUDIT & NFG etc	\$200	\$409.75	\$0	Relocated NFG & then Removed for 2022
PROFESSIONAL SERVICES - LEGAL etc	\$500	\$2.92	\$250	Cole's fees for occasional support
MISCELLANEOUS	\$0	\$0.00	\$0	
TOTAL MISCELLANEOUS	\$4,419	\$4,542.67	\$3,912	
TOTAL OPERATING EXPENDITURE	\$154,404	\$141,911.20	\$145,850	
SUMMARY	Budget for 2021	Actuals 2021 Year-End	Budget for 2022	Notes
TOTAL EXPENDITURE	\$154,404	\$141,911	\$145,850	
TOTAL REVENUE	\$123,557	\$142,132	\$145,850	
Net Gain (Loss)	-\$30,847	\$220.61	\$0	

OTHER

- (1). Mileage Allowance for 2022 will be based on 'IRS Standard Mileage Rate Guidelines for 2022' of 58.5 cents per mile.
- (2). Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will remain at \$50 each

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: January 1st, 2022

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$15,106.46
FICA Receivable	\$612.02
Morgan Stanley - 178- Acct	\$262,614.80
Morgan Stanley (Scholarship)	\$1,068.20

TOTAL CURRENT ASSETS **\$279,501.48**

FUND BALANCES

Unrestricted

General (Operating)	\$17,583.28
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$117,583.28

Restricted

Operating Reserve	\$145,850.00	<----- Reset to Operating--	\$154,404.00
Scholarship (Ruby Carey)	\$1,068.20	Expenditure Budget for New Year	\$1,068.20
Gifts - Staff Xmas Bonuses (\$300)	\$0.00		\$0.00
Gifts/Grants (Children's Room)	\$15,000.00		\$15,000.00
Total Restricted Fund Balance	\$161,918.20		\$170,472.20

TOTAL FUND BALANCES **\$279,501.48**

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: December 31st 2021

\$100.00
\$15,106.46
\$612.02
\$262,614.80
\$1,068.20

\$279,501.48

\$9,029.28
\$100,000.00
\$109,029.28

\$154,404.00
\$1,068.20
\$0.00
\$15,000.00
\$170,472.20

\$279,501.48



Youngstown Free Library

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YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Zoom Format

Date: January 24, 2022 Time: 7:00 pm

Corresponding Secretary Report

The following thank you notes from the Board of Trustees were sent:

- Lauren and Nick Morse for donations including felt Christmas tree and ornaments and children's toys

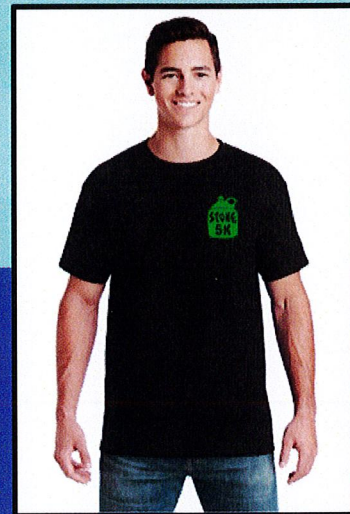
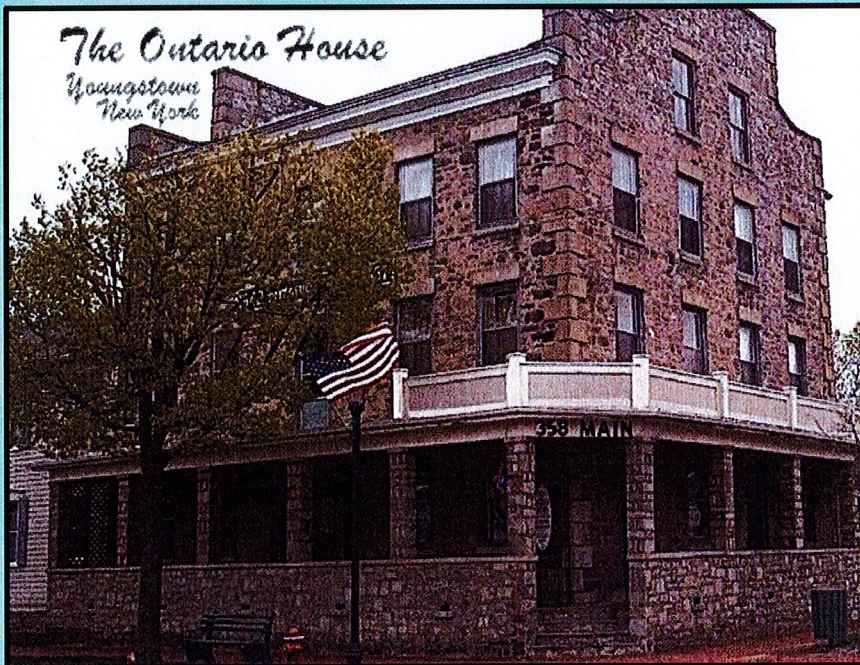
Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees

THE ONTARIO HOUSE STONE JUG 5K



February 5, 2022
Youngstown, NY
Start Time: 11am

Please join us for the inaugural Stone Jug 5K Run/Walk in Historic Youngstown! Participants of all ages and ability levels are welcome to join the fun. We have cool Stone Jug finisher medal/bottle openers for everyone and Stone Jug shirts if you register by January 31st at 10am. Post-race party at "The Jug" following the race with net proceeds to benefit the Youngstown Free Library. 250 max participants!



www.RaceManagementSolutions.com



ITS YOUR RACE



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Youngstown, NY

Ontario House (aka Stone Jug) 5K

About

Results

Photos

Awards

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Register Now

●
○
○
○
○
○
**Are you interested in becoming
a sponsor of this great event!**

If you would like to help raise funds for the Youngstown Free Library, we have several packages designed to fit the needs of your organization: ●
○
○

**GOLD SPONSOR (includes 4 free race
entries).....\$500.00** ●
○

**Business banner (you provide) to
be placed on finish line gates** ○
○

**Gold Sponsor listing on
ITSYourRace event page**

**Logo/name displayed on chip
check screen at packet pickup**

**Listing of business name on
Jaguar results kiosk**

**Name of business announced at
finish line 2-3 times during the
race**

**Business literature to be
distributed to all participants (you
provide)**

SILVER SPONSOR (includes 2 free race entries).....\$250.00

Business banner (you provide) to be placed on finish line gates

Silver Sponsor listing on ITSThreeYourRace event page

Listing of business name on Jaguar results kiosk

Name of business announced at finish line 2-3 times during the race

MILE MARKER SPONSOR
.....\$150.00

Custom 2'x3' A-frame mile marker sign

Sponsor name listing on ITSThreeYourRace event page

Listing of business name on

Jaguar results kiosk

Name of business announced at
finish line 2-3 times during the
race

**NOTE: Sponsors may also elect to
write a check payable to the
"Youngstown Free Library" and
mailed to Race Director Paul
Beatty at 1570 Braley Road
Youngstown, NY 14174.**

**Thanks for your
support!**

Become a Sponsor

Select an amount

Sponsorship Amount: \$

Sponsorship Levels:

\$500.00

Gold Sponsor

\$250.00

Silver Sponsor

\$150.00

Mile Marker Sponsorship

Choose Any Amount

(minimum of \$50.00)

Your Purchase

Purchase Amount: \$ 0.00

Total Payment: \$ 0.00

[Continue Checkout >>](#)

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- Pricing
- Event Organizers

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YOUNGSTOWN FREE LIBRARY

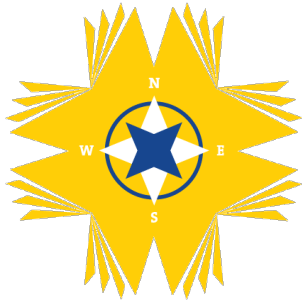
BOARD OF TRUSTEES

COMMITTEE ASSIGNMENTS

2022

STANDING COMMITTEES		
	2021	2022
EXECUTIVE COMMITTEE		
President	Sean Scarisbrick	
Vice President	Paul Inskeep	
Recording Secretary	Devon Tower	Devon Tower
Treasurer	Maggie Steyn	Maggie Steyn
Correspondence Secretary	Karran Swayze	Karran Swayze
NOMINATING COMMITTEE		
Chair:	Barb Costello	
	Claudia Andres	
	Mary Beth Smith	
FINANCE COMMITTEE		
Chair:	Maggie Steyn	
	Sean Scarisbrick	
	Dave Smith	
	Nadine Tidwell (resigned)	
PERSONNEL COMMITTEE		
Chair:	Devon Tower	
	Maggie Steyn	
	Paul Inskeep	
	Karran Swayze	
HISTORICAL COMMITTEE		
Chair:	Karran Swayze	

STANDING COMMITTEES	2021	2022
SCHOLARSHIP COMMITTEE		
Chair:	Claudia Andres	
	Mary Beth Smith	
	Nadine Tidwell (resigned)	
FRIENDS LIAISON	Maggie Steyn	
AD HOC COMMITTEES	2021	2022
SUSTAINABILITY COMMITTEE		
Chair:	Claudia Andres	
	Maggie Steyn	
	Barb Costello	
	Sean Scarisbrick	
	Dave Smith	
	Nadine Tidwell (resigned)	
PHYSICAL SPACE COMMITTEE		
Chair:	Paul Inskeep	
	Claudia Andres	
	Barb Costello	
	Emma Hartloff (resigned)	
	Maggie Steyn	
	Sonora Miller	
	Sean Scarisbrick	
	Catherine Stella (FOYL Board)	
GRANT COMMITTEE (new)		
Chair:	?	
	Maggie Steyn	
	Paul Inskeep	
	Mary Beth Smith	
	Devon Tower	
LIBRARY COMMUNITY ADVISORY COMMITTEE		
	Subject Experts as needed	



Youngstown Free Library

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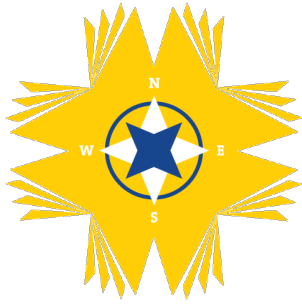
www.youngstownfreelibrary.org

Library Board of Trustees Code of Ethics

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

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

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



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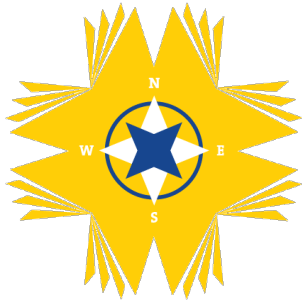
- Keep confidential information confidential.
- Refrain from using property, materials and equipment that belong to the Library for personal use.
- Ensure that there is no discrimination in any action by reason of race, religious belief, gender, color, mental or physical disability, age, family status,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

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

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

Signature

Date



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Conflict of Interest

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

Gifts

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

Representation before the Board

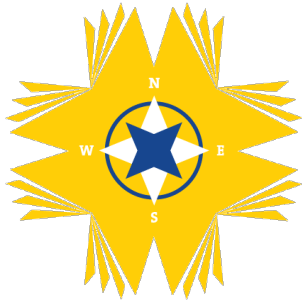
A Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.

Disclosure of Interests in Contracts

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

Investments in Conflict with Official Duties

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



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Certain Real Property Interests Prohibited

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

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

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

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

Prohibited Conflicts of Interest

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

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

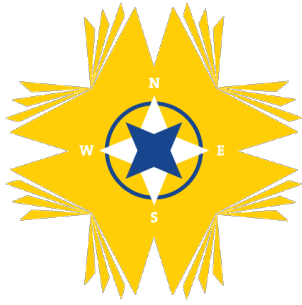
Certain Prohibited Actions

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

Private Employment

Conflict of Interest

Adopted by the Youngstown Free Library Board of Trustees 9/28/15



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

Future Employment

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

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

Use of Library Property

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

Duty to Disqualify

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

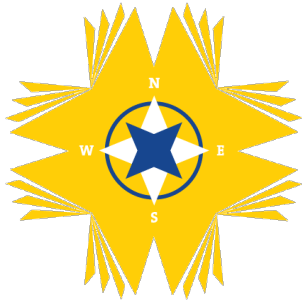
Duty to Report Conflicts of Interest

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

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

Duty to Report Violations of this Policy

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



Youngstown Free Library

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

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

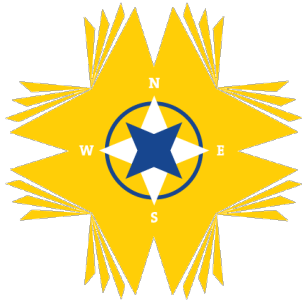
The Youngstown Free Library Board of Trustees shall sign and distribute a copy of the Conflict of Interest Policy to every Trustee and employee of The Youngstown Free Library. Each Trustee and employee elected or appointed thereafter shall be furnished a copy to sign before entering upon the duties of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

Penalties

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

Signature

Date



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Whistleblower Protection

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

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

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

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

Signature

Date