



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR BOARD MEETING

DATE: June 27, 2022

TIME: 7:00 p.m.

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

**Absent:** none

**Call to Order:** 7:01pm

Devon Tower resigned from the President role, sharing that due to work and family responsibilities, she is not able to dedicate the amount of time required for this specific role. A motion was made by Devon Tower to resign from the President role and remain an active Board member.

- Karran Swayze made a motion to accept the resignation. Dave Smith seconded the motion. Motion passed.
- A motion was made by Mary Clinch to accept Karran Swayze as the new Board President. Dave Smith seconded the motion. Motion passed.

**Minutes:** The minutes of the May 2022 meeting were presented approval.

- A motion was made by Mary Beth Smith and seconded by Mary Clinch. The minutes were accepted as presented.

**Comments from the public:** None

**DIRECTOR'S REPORT** (No formal report due this month)

Director Sonora Miller shared the June Director's Updates.

- Art on Display in the Adult reading area from Niagara Falls High School students.
- Building Contract was placed in Dropbox for the Board to review.
- Recent Fundraisers and Grants
  - \$1800 from Golf Tournament hosted by Costellos
  - \$1200 Friends of the Library Grant
  - \$250 Grant for Take and Make Kits
  - Nancy Darcangelo coordinated the 1,000-minute prize Coupon to Hibbard's
  - Strawberry Festival supported the Children's Book Room rejuvenation of the book bins
  - Youngstown Women's Club donation to the YFL totaling \$984.96
  - \$1500 grant from Irene Myers, Niagara County Legislature. Photo on 6/28 to take place in YFL at 3pm for other Board members who can join.

- Summer Reading
  - Begins Tuesday 6/28/22
  - App available to track reading minutes
  - Alena Patterson is painting windows in Children's Room for new theme

## **TREASURER'S REPORT**

Treasurer Maggie Steyn shared the May month end Report and was added to the YFL website.

- Revenues and Expenditures in line with or below budget.
- Ruby Carey money to be moved so a check can be written to scholarship winner

## **CORRESPONDENCE**

Karran Swayze sent Thank You cards to the following for their help and time and donations:

Emma Hartloff and family, Joan Orsi, Scarisbrick Family (for their help with the Noon Year's Eve Party)

Paul Beatty, Mike and Barb Costello, Robert Emerson, Youngstown Chief of Police, Todd Muller Youngstown DPW, Youngstown Volunteer Fire Company, Witmer Park Medical Center, Faith Kock (for their help with the Stone Jug 5K Race)

Rachel Sherman (for loan of her rug cleaner for use in the Children's Room)

Mrs. Force, Brendan and Karen Johnson, Pat Minner (for magazine subscription and book donations)

Lauren Morse (for organizing and working the Electronics Recycling Event)

## **OLD BUSINESS**

### **COLLECTION DEVELOPMENT POLICY VOTE**

This is a follow up from May 2022 discussion.

- A motion was made by David Brooks and seconded by Mary Clinch to accept the Collection Development Policy as written. Motion passed.

## **SCHOLARSHIP PICNIC**

- Details about the scholarship picnic were discussed. Claudia to check on honoree's availability and will email Board about time and date to present check to scholarship winner.

## **SUSTAINABILITY UPCOMING EVENTS**

- Details were shared to the Board regarding the Meat Raffle Fundraiser to be held on Friday October 14 Meat Raffle. Additional details to come.
- Smoke Out held at Somewhere still in planning stages. Plan to hold August 7, 2022.

## **NEW BUSINESS**

### **Drop Box Access**

- Dave Smith (Treasurer Designate 2023) will gain access to Treasurer's Accounting and Financial Drop Box under the guidance of the Treasurer and the Director and the CPA.
- Paul Inskeep (Non-Board Member/Subject Expert) will be given access to only Grants Dropbox folder to help with grant writing.

Motion was made by to Dave Smith adjourn the meeting and seconded by Maggie Steyn. The meeting was adjourned at 8:39pm. The next Regular Board Meeting of the YFL Board of Trustees will be Monday, July 25, 2022, at 7:00pm in the Programming Room.

Respectfully submitted,

Devon Tower

Recording Secretary



## Notes regarding Financial Reports

as at May 2022 Month End

### 1. Revenues & Expenditures

For the most part, in line with or below budget.

### 2. Summary

<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd / Spent</b>
<b>TOTAL REVENUE:</b>	<b>\$145,850</b>	<b>\$625.43</b>	<b>\$89,745.54</b>	61.53%
<b>TOTAL EXPENDITURE:</b>	<b>\$145,850</b>	<b>\$11,121.43</b>	<b>\$49,998.78</b>	34.28%
<b>Net Gain (Loss):</b>	<b>\$0</b>	<b>-\$10,496.00</b>	<b>\$39,746.76</b>	

### 3. Other:

Our CPA is still showing a \$500.06 FICA asset on the balance sheet as a possible outstanding ERC still to come. She says that if we don't receive it by year-end, she will adjust it back to the FICA expense account.

(Apparently when she did the year end entries for the 990, the FICA asset was adjusted then.)

(From [irs.gov](https://www.irs.gov):

*"The Employee Retention Credit under the CARES Act encourages businesses to keep employees on their payroll. The refundable tax credit is 50% of up to \$10,000 in wages paid by an eligible employer whose business has been financially impacted by COVID-19.)"*

Respectfully submitted,

Maggie Steyn

June 21st, 2022

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**for Month-ending May 31st, 2022**

<b>YOUNGSTOWN FREE LIBRARY 2022</b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd</b>
<b><u>REVENUE</u></b>				April = 5/12 = 42%
TOWN OF PORTER	<b>\$70,000</b>		\$70,000.00	100.00%
NIAGARA COUNTY	<b>\$7,814</b>		\$0.00	0.00%
Y'TOWN VILLAGE	<b>\$1,000</b>		\$0.00	0.00%
LOCAL LIBRARY AID	<b>\$1,386</b>		\$0.00	0.00%
STATE BULLET \$s	<b>\$0</b>		\$0.00	
FRIENDS	<b>\$14,000</b>		\$96.00	0.69%
FINES/ COPIER/ FAX	<b>\$2,400</b>	\$136.50	\$763.10	31.80%
INTEREST	<b>\$150</b>	\$14.33	\$555.88	370.59%
GIFTS	<b>\$12,000</b>	\$137.56	\$5,561.28	46.34%
ANNUAL DRIVE	<b>\$27,000</b>	\$325.00	\$12,077.00	44.73%
MISCELLANEOUS	<b>\$100</b>	\$12.04	\$292.28	292.28%
GRANT FUNDS	<b>\$5,000</b>		\$400.00	8.00%
OTHER INCOME	<b>\$5,000</b>		\$0.00	0.00%
<b>TOTAL REVENUE</b>	<b>\$145,850</b>	<b>\$625.43</b>	<b>\$89,745.54</b>	<b>61.53%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**for Month-ending May 31st, 2022**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Used</b>
SALARIES (GROSS)	<b>\$83,900</b>	\$6,395.76	\$31,448.07	37.48%
HEALTH BENEFIT	<b>\$4,000</b>	\$307.70	\$1,538.50	38.46%
SOCIAL SECURITY & MEDICARE	<b>\$6,724</b>	\$489.30	\$2,405.77	35.78%
CONTINUING ED. , NETWORKING, MILEAGE	<b>\$160</b>		\$0.00	0.00%
NEW YORK STATE DISABILITY &	<b>\$408</b>		\$316.33	77.53%
WORKER'S COMPENSATION	<b>\$850</b>		\$107.00	12.59%
SALARIES (CHRISTMAS BONUS)	<b>\$200</b>		\$0.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$96,242</b>	<b>\$7,192.76</b>	<b>\$35,815.67</b>	<b>37.21%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>	<b>Budget for 2022</b>		<b>Totals Year to Date</b>	<b>% of Budget</b>
HOOPLA (streaming, rental services)	<b>\$4,850</b>	\$398.52	\$1,869.36	38.54%
AV & DIGITAL MATERIALS (excl HOOPLA)	<b>\$6,086</b>	\$154.87	\$1,590.95	26.14%
BOOKS	<b>\$7,500</b>	\$232.31	\$2,354.58	31.39%
COMPUTER SOFTWARE	<b>\$280</b>	\$39.50	\$247.50	88.39%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$3,940</b>	\$1,708.72	\$2,158.42	54.78%
BOOK PROCESSING & SUPPLIES	<b>\$1,680</b>	\$15.15	\$305.67	18.19%
PROGRAMMING	<b>\$1,780</b>		\$174.18	9.79%
PUBLICITY & PROMOTION (incl. NFG)	<b>\$1,600</b>		\$0.00	0.00%
COPIER LEASE & USAGE	<b>\$840</b>	\$64.88	\$351.30	41.82%
POSTAGE	<b>\$120</b>	\$2.00	\$10.00	8.33%
INTERNET/PHONE	<b>\$580</b>	\$72.10	\$361.39	62.31%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$2,688.05</b>	<b>\$9,423.35</b>	<b>32.21%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**for Month-ending May 31st, 2022**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Used</b>
ALMS FEE	\$7,419	\$618.25	\$3,091.25	41.67%
OFFICE SUPPLIES	\$800	\$16.58	\$180.51	22.56%
HOUSEKEEPING	\$80	\$9.91	\$18.07	22.59%
INSURANCE	\$4,500		-\$820.05	-18.22%
RENT	\$1		\$0.00	0.00%
(SPACE) - Sonitrol	\$800		\$0.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.89	\$351.35	41.83%
POSTAGE	\$120	\$2.00	\$10.00	8.33%
INTERNET/PHONE	\$580	\$72.09	\$1.36	0.23%
<b>TOTAL OPERATING</b>	<b>\$15,140</b>	<b>\$783.72</b>	<b>\$2,832.49</b>	<b>18.71%</b>
<b>COVID-19 Expenses</b>	<b>Budget for 2022</b>		<b>Totals Year to Date</b>	
LIBRARY MATERIALS & PROCESSING	\$0		\$0.00	0.00%
OFFICE SUPPLIES	\$800		\$66.95	8.37%
CALL FORWARD	\$0		\$0.00	0.00%
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$800</b>	<b>\$0.00</b>	<b>\$66.95</b>	<b>8.37%</b>
<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2022</b>			
TECHNOLOGY	\$500	\$206.90	\$206.90	41.38%
OTHER - SPACE iROOMBA & 2nd MEDIFY	\$0		\$0.00	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$206.90</b>	<b>\$206.90</b>	<b>41.38%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**for Month-ending May 31st, 2022**

<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Used</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,657</b>	<b>\$250.00</b>	<b>\$1,650.00</b>	<b>45.12%</b>
1. MONTHLY BOOK- KEEPING & ACCOUNTING	<b>\$3,000</b>	<b>\$250.00</b>	<b>\$1,250.00</b>	<b>41.67%</b>
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	<b>\$200</b>		<b>\$0.00</b>	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$27</b>		<b>\$0.00</b>	
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>		<b>\$400.00</b>	
5. W-2 PREPARATION	<b>\$30</b>		<b>\$0.00</b>	
6. 1099 PREPARATION	<b>\$0</b>		<b>\$0.00</b>	<b>0.00%</b>
INVESTMENT & ADVISORY FEES	<b>\$0</b>		<b>\$0.00</b>	<b>0.00%</b>
PROFESSIONAL SERVICES - NFG	<b>\$0</b>		<b>\$0.00</b>	
PROFESSIONAL SERVICES - LEGAL etc	<b>\$250</b>		<b>\$0.00</b>	
BANK FEES & CHARGES	<b>\$5</b>		<b>\$3.42</b>	<b>68.40%</b>
MISC - OTHER	<b>\$0</b>		<b>\$0.00</b>	
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912</b>	<b>\$250.00</b>	<b>\$1,653.42</b>	<b>42.27%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$145,850</b>	<b>\$11,121.43</b>	<b>\$49,998.78</b>	<b>34.28%</b>
<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Actuals 05/01/2022 - 05/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd / Spent</b>
<b>TOTAL REVENUE:</b>	<b>\$145,850</b>	<b>\$625.43</b>	<b>\$89,745.54</b>	<b>61.53%</b>
<b>TOTAL EXPENDITURE:</b>	<b>\$145,850</b>	<b>\$11,121.43</b>	<b>\$49,998.78</b>	<b>34.28%</b>
<b>Net Gain (Loss):</b>	<b>\$0</b>	<b>-\$10,496.00</b>	<b>\$39,746.76</b>	

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: May 31st, 2022**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$21,427.17
FICA Receivable	\$500.06
Morgan Stanley - 178- Acct	\$307,243.69
Morgan Stanley (Scholarship)	\$1,068.23

<b>TOTAL CURRENT ASSETS</b>	<b>\$330,339.15</b>
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**FUND BALANCES**

**Unrestricted**

General (Operating)	\$69,489.15
Sustainability/Foundation	\$100,000.00
<b>Total Unrestricted Funds</b>	<b>\$169,489.15</b>

**Restricted**

Operating Reserve	\$145,850.00	<i>&lt;----- Reset to Operating Expenditure Budget for New Year</i>
Gifts/Grants (Children's Room)	\$15,000.00	
Scholarship (Ruby Carey)	\$1,068.23	
<b>Total Restricted Fund Balance</b>	<b>\$160,850.00</b>	

<b>TOTAL FUND BALANCES</b>	<b>\$330,339.15</b>
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## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

#### Regular Board Meeting

Date: June 27, 2022 Time: 7:00 pm

#### Corresponding Secretary Report

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

- To the following for their help in making this year's Noon Year's Eve Party a success:
  - Emma Hartloff and Family—planner and organizer
  - Joan Orsi—ballons and other decorations
  - Scarisbrick Family—setup and volunteer workers
- To the following for their help in the Stone Jug 5K Race :
  - Paul Beatty—organizer
  - Mike and Barb Costello—hosts
  - Robert Emerson—shotgun start with a Fort of Niagara reenactor
  - Youngstown Chief of Police—traffic support
  - Todd Muller, Youngstown DPW—saw that the roads were clear
  - Youngstown Volunteer Fire Company—provided signaling and traffic support
  - Witmer Park Medical Center—a sponsor
  - Faith Koch-- cookie fundraiser
- Rachel Sherman—loan of her rug cleaner for the rug in the Children's Room
- Magazine subscription and new books:
  - Mrs. M. P. Force—Smithsonian Magazine
  - Brendan and Karen Johnson—The Name Below the Title: 65 Classic Movie Character Actors from Hollywood's Golden Age by Rupert Alistair
  - Pat Minner—The Foreigner: a story of Ruth by Gladys Malvern
- Lauren Morse—organizer and worker of the Electronics Recycling Event

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees