



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR MEETING VIA ZOOM

DATE: March 22, 2021

TIME: 7:00PM

**Present:** Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Barb Costello, Karran Swayze, Claudia Andres, Emma Hartloff, Mary Beth Smith, Dave Smith, Nadine Tidwell, Devon Tower, and Sonora Miller, Director

**Absent:** None

**Call to Order:** 7:06PM

**Comments from the public:** None

**Minutes:** The minutes of the February 22, 2021 meeting were presented by Devon for approval.

- A motion was made by Maggie Steyn and seconded by Sean Scarisbrick to accept the minutes as presented. Motion passed.

**President's Remarks:** Sean remarked that we have a packed agenda tonight and urged the Board to stay on track.

## REPORTS

**Director's Report:** The Director shared that the March 2021 Director's Report is in Dropbox and asked the Board for questions.

- Karran Swayze asked Sonora if people from the community have been reaching out to the Library to utilize the free service of getting assistance to schedule a COVID-19 vaccination. Sonora shared that people have utilized this assistance (i.e., help with connecting to available appointments but not directly scheduling appointments) but traffic is slowing down as more vaccines become available and it is easier for people to schedule appointments.
- Karran Swayze asked about Megan's transition into her new position and Sonora shared that she is doing very well.
- A motion was made by Sean Scarisbrick and seconded by Mary Beth Smith to accept the Director's Report as presented. Motion passed.

## **Treasurer's Report**

- Maggie Steyn started by clarifying that the Network for Good membership was not physically included in the budget that was adopted for 2020. This was due to the budget being set before the mention of purchasing a membership. The report explained where the financing would come from (the yearly total of \$1,200).
- Maggie also mentioned even though it is early in the year, she believes we are on track and everything looks good so far.
- A motion was made by Sean Scarisbrick and seconded by Nadine Tidwell to accept the Treasurer's Report as presented. Motion passed.

## **Correspondence Report**

- Karran Swayze started by asking Board members their preference on how she should share time sensitive information that is collected throughout the month before the scheduled monthly Board meeting. The President suggested that Karran can e-mail specific committees if the information pertains to their committee and business or broad topics can be sent to all Board members.
- Karran shared she received no requests for Thank You notes to be sent and shared that the Library received a Thank You note from the Census Bureau for the Library's involvement in the 2020 Census Community Partnership Engagement Program.

## **OLD BUSINESS**

### **Electronics Recycling Fundraiser**

- Lauren Morse shared that the Free Electronic Recycling Event will take place on Saturday, May 15<sup>th</sup> from 9:00am to 1:00pm in the Red Brick parking lot.
- She emphasized the importance of sticking to one television per car but shared that if someone has more than one television, an alternative location of disposal would be shared. Specific information is given on the flyer.
- Lauren mentioned she will place an ad in the Sentinel in April to help spread the word about the event. Sonora shared that she would e-mail three links to Board members: (1) requesting color flyers, (2) entering where flyers are posted, and (3) signing up to volunteer at the event.

### **Discussion regarding moving forward with initial consultation with on-call attorney**

- Maggie Steyn reminded the board that a motion was passed in December to move forward with setting up a time to meet with Stephanie Cole-Adams as the Library's on-call attorney. Maggie will move forward to schedule the initial Zoom consultation with Stephanie. The initial consultation meeting price is \$375 and then \$100 per hour when her services are needed.
- Claudia Andres suggested that Board members have any concerns/questions/issues organized in advance to help utilize the time appropriately. Board members can add ideas to the "Legal" Dropbox folder in preparation for this meeting.

## Committee Duties

- Sean shared that Committee Chairs would share their committee purpose and duties so other Board members understand the business each committee is responsible for. Committees and Chairs are listed below. Descriptions of committees were shared aloud by the Chair and these descriptions are in Dropbox and will be inserted in By-Laws by the President.

Finance Committee – Maggie Steyn	Nominating Committee – Mary Beth Smith
Sustainability Committee – Claudia Andres	Historical Committee – Karran Swayze
Personnel Committee – Devon Tower	Scholarship Committee – Claudia Andres
Physical Space Ad-hoc Committee – Paul Inskeep	

- A motion was made by Sean Scarisbrick and seconded by Mary Beth Smith to accept the committee duties as presented. Motion passed.

## NEW BUSINESS

### Red Brick Petition to Open Doors

- Sean shared a letter written by Sarah Ambrosia to the Board.
  - Sarah is a member of the community and an advocate for the reopening of the Library; the letter addresses the petition she started to campaign for the doors to the Library to be open to the public. The petition at this current time has 336 signatures from community members who wish to see the Library doors opened as well. Sarah previously went to a Village Board meeting regarding the need to reopen the Red Brick Building but noted that there was no progress in that meeting. Sean shared that Sarah plans to attend the April Village Board Meeting to share the petition.
- Sonora shared the idea of the Board having a Board-approved statement to release to the press, to be prepared if this may be needed. Sean asked for members to e-mail him items that should be included in the letter, he will write a draft letter and then get other Board members approval for a final letter.

### Social Media

- Nadine Tidwell shared ideas to use Facebook/Instagram to its full potential as a marketing tool to help expand our outreach and reach donors and shared that the Library page should increase its interaction with followers. She went on to share that research has shown that non-profits should post daily on social media outlets to get the algorithm to show more of the Library's posts to followers.
- An idea would be to start interacting with the Library's current social media followers to increase "likes" on posts. Nadine will help to create the posts for social media in advance and get these cleared by the Director for postings.

### **Personnel Policy to Incorporate NYS Paid Sick Leave**

- Devon shared that the revision to the policy to include this new paid sick leave is almost complete and ask this item to be moved to the April agenda to be shared.

### **Finance Policy Amendments**

- Maggie Steyn and other members of the Finance Committee recently met to review the Finance Policy that was last adopted in 2018 and have some amendments to share with the Board.
- The credit card auto payment (motion passed in February to set up auto payments) and other minor changes need to be added to the policy. The Finance Committee approved all changes and asked the Board to approve these additions. The changes to the 2018 Finance Policy are in Dropbox.
- A motion was made by Sean Scarisbrick and seconded by Karran Swayze to accept the Finance Committee's policy amendments as presented. Motion passed.

### **Reports on Sustainability Committee Meetings**

- Sean began by sharing that the Library needs its own building and noted that this topic has been discussed in the past.
- Members of the Sustainability Committee have looked at different buildings for sale and land for as options for future home for the Library. Claudia shared the different options that the committee members have looked at and also shared an idea from Sonora that the Library could also be outside of the Village. Paul also shared that he has a list of available properties that he can now share and review with the Sustainability Committee.
- The goal is for the Library to have its own building in three to five years.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to begin to make necessary plans with a goal of the Library having its own location identified within three years. Motion passed.

### **Repurposing of Renovation Funds**

- Paul Inskeep shared that we have \$92,364.55 and he reminded the Board that at the March Board Meeting, it was voted to not spend any additional money on the building.
- A motion was made by Paul Inskeep and seconded by Maggie Steyn to return the 92,364.55 (which was originally earmarked for the long-term renovation plan) back to the unrestricted funds. Motion passed.

### **Buffalo Foundation**

- After the motion was passed to return the \$92,364.55 back to the unrestricted funds, Maggie continued to another item related to Sustainability, she shared the need to find a long-term fiscal sustainability, as well as an avenue for our community to contribute to and the consensus during the Finance and Sustainability Committee meeting the need to provide that vehicle in the form of a foundation.
- A motion was made by Maggie Steyn and seconded by Paul Inskeep to restart the conversation with the Community Foundation of Greater Buffalo with the view to

transferred \$100,000 from our Morgan Stanley account to the Community Foundation for the establishment of the YFL Foundation. Motion passed.

**Formation of Capital Campaign Committee**

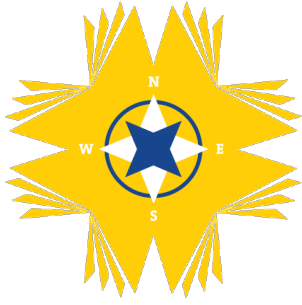
- Sean expressed the need to create a Capital Campaign Committee and asked for volunteers to help.
- Board members who volunteered include Dave Smith, Claudia Andres, and Maggie Steyn.
- Sean asked for others to e-mail him if they also wish to be part of the newly constructed committee.

Motion was made by Maggie Steyn to adjourn the meeting. This was seconded by Paul Inskeep. The meeting was adjourned at 8:58 pm. The next regular meeting of the YFL Board of Trustees will be April 26, 2021 at 7pm. The Director will send out an email and post it to the Library's Facebook page with the Zoom information or will share the location to meet in-person.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Director's Report

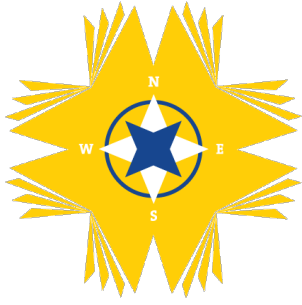
March 2021

#### WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- Phone and email service
  - Available Mondays, Wednesdays, and Thursdays 1:30 – 8:30; Tuesdays 9:30-8:30
- Library checkouts
  - Curbside pick-up available Mondays – Thursdays 4-6 PM
    - 421 pick-ups in 2021 using the curbside service
  - Home delivery available for those quarantining or homebound
    - Available by contacting the Library at 745-3555
  - 2,772 items checked out in January and February 2021
- Visit by appointment
  - [www.picktime.com/youngstownfreelibrary](http://www.picktime.com/youngstownfreelibrary)
  - 91 visits by appointment in 2021 so far
- Free Wi-Fi in the parking lot 24/7
  - Wi-Fi extender to strengthen signal through the building's walls to reach the entire parking lot
  - No password required
- Library programs online and in person
  - Afternoon Book Club
    - meetings held via Zoom
  - Evening Book Club
    - meetings held via Zoom
  - Movie Club
    - on pause until in-person meetings are possible
  - Town of Porter Story Hour
    - digital storytimes and craft kits distributed at curbside
  - Words with Birds
    - in-person reading incentive program for children and families
  - Friends of the Library Meetings
    - meetings held via Zoom
  - Library Board of Trustees Meetings
    - meetings held via Zoom

#### COMMUNITY PARTNERSHIPS

Every January to March, the Lew-Port School District runs its One District, One Book initiative to bring the community together in sharing a book. This year, the PEC, IEC, and 6<sup>th</sup> graders read *Fenway and Hattie* by Victoria Coe. It's a charming story told from a dog's point of view about a family move, changing hobbies, and learning about friendship.



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With the program held entirely virtually this year, community libraries had to participate virtually too. I read chapter 16 aloud on a video that was posted online for community read-aloud, and you can enjoy it here: <https://video.link/w/ZLEVb> I also created the flier of book read-alikes to represent all three libraries serving Lew-Port students.

### CONTINUING EDUCATION

- Workplace Productivity Skills: Spreadsheets
- New Sick Leave Law
- Remote Accessibility - Building Proverbial Ramps to Online Library Interactions
- Race, Privilege, and Perspective
- Resources for Wellbeing: Toolkit Tour for Rural & Small Libraries
- Understanding the Budget: From the State to the Local Level
- Communications & Continuity of Operations during a Disaster
- Library Director Jenga: COVID Edition: Session 1

### PROGRAMS

#### Book Clubs

The book clubs have been revitalized this winter! I am so excited to see new members joining the book clubs and really digging into the discussions. We've had spirited talks on hard topics, and their honesty and energy are giving me the most joy in my work life right now.

Members of the book clubs are discussing whether we should start a third club that only reads non-fiction. Any thoughts or comments about this proposal are welcome; please email [smiller@nioga.org](mailto:smiller@nioga.org) with them before April 15<sup>th</sup>.

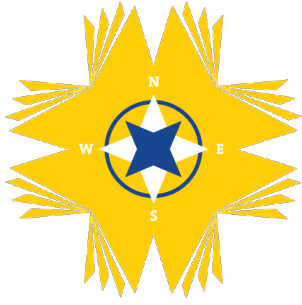
#### Words with Birds

It's a little glimpse into normalcy: children's programs AT the Library! Since February 2020, all children's programs have been held online. A year later, and we are finally able to add our first live children's program series.

Words with Birds is a read-aloud incentive program for children that is available by appointment. In each "Words with Birds" appointment, children and caregivers will come to the Library, choose a book, and read it to one of our live animal ambassadors. If you are interested in signing a child up for "Words with Birds," please make your appointment at <http://www.picktime.com/youngstownfreelibrary> or by calling the Library at 745-3555. Please book your appointment soon, as we have limited slots for this program and it's only scheduled this spring.

### PUBLICITY UPDATES

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



## Youngstown Free Library

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(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

**Facebook:** 998 followers: <https://www.facebook.com/youngstownfreelibrary/>  
**Twitter:** 53 followers: <https://twitter.com/ytownlibrary>  
**Instagram:** 474 followers: <https://www.instagram.com/youngstownfreelibrary>

Eighty-seven (87) posts have been made on Facebook so far in 2021, advertising Library programs, new books, community news, vaccine distribution, and Library updates.

### **SERVICES**

#### **Tax Forms**

The Youngstown Free Library has compiled its annual set of tax forms and instructions that are available to the public. Marlene manages this service annually, and it's been a popular amenity for the community. Federal and state forms are available free of charge. Federal and state instruction booklets are available for a seven (7) day checkout in order to conserve paper and copying charges.

#### **Vaccine Assistance**

For folks who are eligible for a vaccine but are having difficulty scheduling an appointment, the Library is able to help. Those who call or visit the Library can get assistance finding pharmacies and state-run sites with available appointments. We have been posting news about vaccine appointment availability on our social media, but we are offering this more personalized assistance with appointment-finding this winter and spring.

### **STAFF**

This month, it was revealed that a staff member's identity was used to apply for fraudulent unemployment insurance benefits. The staff member has reported the fraud. The Library is following this very closely with recommended steps for everyone's security.

Respectfully submitted,

Sonora R. Miller  
Library Director



**NOTES ON FINANCIAL REPORTS**  
**As at Month End - February 28<sup>th</sup> 2021**

The Town of Porter funding check for \$65,219 was received and deposited in our KeyBank checking account. \$40,000 of it was then transferred to our Morgan Stanley savings account.

We received a further \$755 for the Fund Drive, bringing the 2021 year's total to \$2,390 but the drive since its kick-off in September 2020 has brought in \$23,451.

Despite the unbudgeted expense of the Network For Good membership and software, total operating expenses for the YTD are currently under budget.

We are still waiting to receive the 10% balance outstanding from the Construction Grant for the A/C units - \$1,118. We have heard that they are way behind on making these payments.

To the best of my knowledge, I believe the Financial Reports attached to be an accurate reflection of the Youngstown Free Library's financial position as at February 2021 Month-end.

Respectfully submitted,

Maggie Steyn  
03-17-21

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at February 28th, 2021**

<b>YOUNGSTOWN FREE LIBRARY 2021</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b>REVENUE</b>						<b>Two months is ~17 %</b>
TOWN OF PORTER	<b>\$65,000</b>		\$65,219.00	\$65,219.00	-\$219.00	100.34%
NIAGARA COUNTY	<b>\$3,786</b>			\$0.00	\$3,786.00	0.00%
YOUNGSTOWN VILLAGE	<b>\$1,000</b>			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	<b>\$776</b>			\$0.00	\$776.00	0.00%
LEGISLATIVE INITIATIVE	<b>\$0</b>			\$0.00	\$0.00	
FRIENDS	<b>\$10,000</b>			\$0.00	\$10,000.00	0.00%
FINES/ COPIER/ FAX	<b>\$2,400</b>		\$3.40	\$3.40	\$2,396.60	0.14%
INTEREST	<b>\$2,000</b>	\$5.21	\$337.41	\$342.62	\$1,657.38	17.13%
GIFTS	<b>\$4,000</b>	\$988.00	\$327.07	\$1,315.07	\$2,684.93	32.88%
ANNUAL DRIVE	<b>\$16,000</b>	\$1,635.00	\$755.00	\$2,390.00	\$13,610.00	14.94%
MISCELLANEOUS	<b>\$100</b>			\$0.00	\$100.00	0.00%
GRANT FUNDS	<b>\$500</b>		\$300.00	\$300.00	\$200.00	60.00%
OTHER INCOME: PPP GRANT INCOME	<b>\$17,995</b>					
<b>TOTAL REVENUE</b>	<b>\$123,557</b>	<b>\$2,628.21</b>	<b>\$66,941.88</b>	<b>\$69,570.09</b>	<b>\$53,986.91</b>	<b>56.31%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at February 28th, 2021**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021- 02/28/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
<b>PERSONNEL</b>						<b>Two months is ~17 %</b>
SALARIES (GROSS) - Active	<b>\$85,798</b>	\$6,073.92	\$6,359.26	\$12,433.18	\$73,364.82	14.49%
SALARIES (GROSS) - COVID-19				\$0.00		
HEALTH BENEFIT	<b>\$4,000</b>	\$307.70	\$307.70	\$615.40	\$3,384.60	8.96%
SOCIAL SECURITY & MEDICARE	<b>\$6,870</b>	\$501.84	\$510.04	\$1,011.88	\$5,858.12	202.38%
CONTINUING ED. , NETWORKING, MILEAGE	<b>\$500</b>			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	<b>\$510</b>			\$0.00	\$510.00	0.00%
SALARIES (CHRISTMAS BONUS)	<b>\$250</b>			\$0.00	\$250.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$98,438</b>	<b>\$6,883.46</b>	<b>\$7,177.00</b>	<b>\$14,060.46</b>	<b>\$84,377.54</b>	<b>14.28%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>						
DIGITAL/AUDIO VISUAL MATERIALS	<b>\$10,881</b>	\$420.07	\$376.99	\$797.06	\$10,083.94	7.33%
BOOKS	<b>\$8,500</b>	\$762.22	\$111.87	\$874.09	\$7,625.91	10.28%
COMPUTER SOFTWARE	<b>\$300</b>			\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$4,100</b>	\$97.19	\$181.29	\$278.48	\$3,821.52	6.79%
BOOK PROCESSING & PROGRAMMING	<b>\$1,680</b>	\$198.93	\$4.15	\$203.08	\$1,476.92	12.09%
PUBLICITY & PROMOTION	<b>\$400</b>			\$0.00	\$400.00	0.00%
COPIER LEASE & USAGE	<b>\$1,230</b>	\$64.05	\$64.05	\$128.10	\$1,101.90	10.41%
POSTAGE	<b>\$290</b>	\$2.00	\$2.00	\$4.00	\$286.00	1.38%
INTERNET/PHON	<b>\$560</b>	\$70.06	\$72.61	\$142.67	\$417.33	25.48%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,921</b>	<b>\$1,614.52</b>	<b>\$812.96</b>	<b>\$2,427.48</b>	<b>\$27,493.52</b>	<b>8.11%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at February 28th, 2021**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
ALMS FEE	\$7,295	\$755.00	\$460.82	\$1,215.82	\$6,079.18	16.67%
OFFICE SUPPLIES	\$1,600	\$133.79		\$133.79	\$1,466.21	8.36%
HOUSEKEEPING	\$100			\$0.00	\$100.00	0.00%
INSURANCE	\$4,900			\$0.00	\$4,900.00	0.00%
RENT	\$1			\$0.00	\$1.00	0.00%
(SPACE)	\$1,150			\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$64.06	\$64.06	\$128.12	\$1,101.88	10.42%
POSTAGE	\$290	\$2.00	\$2.00	\$4.00	\$286.00	1.38%
INTERNET/PHONE	\$560	\$70.06	\$72.61	\$142.67	\$417.33	25.48%
<b>TOTAL OPERATING</b>	<b>\$17,126</b>	<b>\$1,024.91</b>	<b>\$599.49</b>	<b>\$1,624.40</b>	<b>\$15,501.60</b>	<b>9.48%</b>
<b>COVID-19 Expenses</b>						
LIBRARY MATERIALS & PROCESSING	\$2,000	\$9.99		\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	\$1,000	\$31.48		\$31.48	\$968.52	3.15%
CALL FORWARD	\$500			\$0.00	\$500.00	0.00%
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$3,500.00</b>	<b>\$41.47</b>	<b>\$0.00</b>	<b>\$41.47</b>	<b>\$3,458.53</b>	<b>1.18%</b>
<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2021</b>					
TECHNOLOGY	\$1,000		\$99.00	\$99.00	\$901.00	9.90%
OTHER - SPACE etc	\$0			\$0.00	\$0.00	0.00%
<b>CAPITAL EXPENDITURES</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$99.00</b>	<b>\$99.00</b>	<b>\$901.00</b>	<b>9.90%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at February 28th, 2021**

<b>MISCELLANEOUS</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,709</b>	<b>\$235.00</b>	<b>\$235.00</b>	\$470.00	\$3,239.00	12.67%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	<b>\$2,580</b>	\$200.00	\$200.00	\$400.00	\$2,180.00	15.50%
INCL FED & STATE TAX PAYMENTS	<b>\$260</b>	\$20.00	\$20.00	\$40.00	\$220.00	15.38%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$377</b>	\$15.00	\$15.00	\$30.00	\$347.00	7.96%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>			\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	<b>\$50</b>			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42</b>			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>	-\$120.00		-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	<b>\$200</b>	\$1,200.00		\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	<b>\$500</b>			\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	<b>\$10</b>		\$2.92	\$2.92	\$7.08	29.20%
MISC - OTHER	<b>\$0</b>			\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,419</b>	<b>\$1,315.00</b>	<b>\$237.92</b>	<b>\$1,552.92</b>	<b>\$2,866.08</b>	<b>35.14%</b>
<b>TOTAL OPERATING Net Income (Loss)</b>	<b>\$154,404</b>	<b>\$10,879.36</b>	<b>\$8,926.37</b>	<b>\$19,805.73</b>	<b>\$134,598.27</b>	<b>12.83%</b>
	<b>-\$30,847</b>	<b>-\$8,251.15</b>	<b>\$58,015.51</b>	<b>\$49,764.36</b>	<b>-\$80,611.36</b>	

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: February 28th, 2021**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$33,132.68
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$303,071.99
Morgan Stanley (Scholarship)	\$1,818.09
<b>TOTAL CURRENT ASSETS</b>	<b>\$338,122.76</b>

**Of the TOP funding,  
\$40,000 was transferred  
from Key to Morgan Stanley**

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$74,536.12
Long Term Plan	\$92,364.55
Other	\$0.00
<b>Total Unrestricted Funds</b>	<b>\$166,900.67</b>

**Restricted**

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,818.09
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
<b>Total Restricted Fund Balance</b>	<b>\$171,222.09</b>

*<----- Reset to Operating  
Expenditure Budget for New Year*

<b>TOTAL FUND BALANCES</b>	<b>\$338,122.76</b>
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## LONG TERM PLANNING - SPACE RENOVATION BUDGET

as at 03-22-2021

**TOTAL BUDGET**

<i>Unrestricted</i>		\$100,000.00	
<i>Restricted</i>	<i>Children's Room</i>	\$15,000.00	Add'l \$5,000 donated in Dec '20 Incr. requested & granted by Friends 12-16-20
<i>Friends - Design</i>		\$10,000.00	

<b>Total Budget</b>	<b>\$125,000.00</b>
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**PROJECT**

(1) **Replace Air Conditioning**

	<i>Inv #:</i>	<i>Date</i>	<i>Full Grant Awarded</i>	
Initial Bill (from Steve's A/C)	68995SF	08/29/19	\$10,800.00	
Construction Aid Program Award Notice 0386-20-8481	90%	12/10/20	-\$10,057.00	Bal. of \$1,118 (10%) upon proof of completion
Final Bill (from Steve's A/C) since full grant was awarded	76637	11/16/20	\$4,100.00	Then Net Cost to Library will be
<u><b>Total Cost to-date</b></u>			<u><b>\$4,843.00</b></u>	<u><b>\$3,725.00</b></u>

(2) **Remodel Library Space**

<i>Who</i>	<i>What</i>	<i>Inv #:</i>	<i>Inv Date</i>	<i>Amount</i>	<i>Stephan to-date 02-18-21</i>
Stephan Design Associates	Design Study - Part 1	#1139	05/15/20	\$3,000.00	\$3,000.00
Stephan Design Associates	Design Study - Part 2	#1141	07/02/20	\$1,000.00	\$1,000.00
Friends	Design Re-imburement Design Study - 75% complete			-\$4,000.00	\$1,640.00
Stephan Design Associates	+ scope change	#1144	08/24/20	\$1,640.00	\$2,920.00
Friends	Design Re-imburement			-\$1,640.00	\$2,700.00
Paul Inskeep	Drawings copies etc.		08/11/20	\$38.17	<u>\$11,260.00</u>
Paul Inskeep	Drawings copies etc. Design Study - 80% complete		08/23/20	\$54.28	
Stephan Design Associates	+ bid-process	#1151	12/01/20	\$2,920.00	
Friends	Design Re-imburement			-\$2,920.00	
Stephan Design Associates	Design Study - 100% complete + bid-process + architect	#1166	02/03/21	\$2,700.00	
<u><b>Total Cost to-date (to the Library)</b></u>				<u><b>\$2,792.45</b></u>	
<u><b>Total Cost to the Friends</b></u>				<u><b>\$8,560.00</b></u>	
<u><b>Total Spent</b></u>				<u><b>\$11,352.45</b></u>	

**Draft – Purposes and Responsibilities  
of the Committees of the Youngstown Free Library Board of Trustees**

**Finance Committee** – Maggie Steyn

Purpose & Responsibilities of Finance Committee:

The Finance Committee's purpose and responsibilities are to:

- Ensure that fund management is accountable and transparent
- Define practices which adhere to the Office of the State Controller's (OSC) guidelines for Association Libraries in New York State.
- Establish and maintain record-keeping processes to record income and expenditures of the Library based on generally accepted accounting principles (GAAP), as well as any applicable current and existing Federal guidelines
- Define and assign the responsibilities of all involved parties, to ensure the appropriate separation of duties
- Establish clear procedures for all involved parties in the management of the funds.

**Sustainability Committee** – Claudia Andres

The Sustainability Committee investigates, evaluates, and incorporates new and innovative ways to fund our Library. As the needs of the community we serve evolve, so too must our approaches to Library funding so that it may continue to fulfil its mission. An emerging and immediate need is to develop and implement a plan to better enable legacy / planned giving from within, and beyond, our immediate community.

**Nominating** – Mary Beth Smith

The Nominating Committee will recognize when a vacancy occurs on the Board of Trustees and accept applications to fill it. It will review these and meet with applicants to determine eligibility for open positions.

**Historical Committee** – Karran Swayze

The purpose of the Historical Committee is to maintain a record of the activities of the Youngstown Free Library. The materials collected will be maintained in a 3-ring binder.



### **Personnel Committee – Devon Tower**

Purpose and Responsibilities: To meet regularly in support of the library director and the board of trustees, helping to advance and address regular and emerging matters related to the human resources of the library and provide overall policy guidance for personnel matters in the library. Personnel policies will be reviewed annually and as needed. Updates will be submitted for approval from the Board. The Director will be evaluated by the Personnel Committee at the end of the six-month probationary period and then evaluated annually.

The Library Director will serve as staff liaison to this committee.

### **Scholarship – Claudia Andres**

"The Scholarship Committee consists of members drawn from the YFL Board of Directors and the Friends of the Library. Their mission is to oversee the continuing development and promotion of the Ruby Carey Memorial Scholarship in order to support graduating high school seniors in the 14174 postal code pursuing higher education. The Committee will update the scholarship, submit to Lewiston Porter and media outlets each year. They will review responses and equitably choose the best recipient for the scholarship, then organize the distribution of the award."

### **Physical Space Ad-hoc Committee – Paul Inskip**

Purpose & Responsibilities: The purpose is to oversee projects that the board deemed necessary for the enhancement of the Library. The Chair will call meetings as required to discuss, agree upon & vote on any issues or plans pertaining to reconfiguration or changes to the Library. When the committee has finalized with plans including costs, timeline & recommendations, the project is presented to the Board for vote. If approved a grant is written for funding.

The Library Director will serve as part of this committee.

Dear Board of Trustees,

I am a long-time resident of Youngstown and frequent patron of the Youngstown Free Library. My children LOVE their library!! They love the friendly and familiar faces that greet them when they step inside. They love browsing the bookshelves, flipping the pages of a book they've read 100 times before, or going home with a new one. In 2017, my nine year old daughter organized a bake sale at Faulkner Park to raise money for her beloved library (she raised over \$200!) and also helped with the Library's Lemonade Stand at Summerfest in 2019. I truly believe that reading has been the most important teaching tool and influence on my children's growth and development.

When we found ourselves homeschooling this year because of the pandemic, we began requesting books for curbside pick-up and eventually making appointments to visit the library in person. While I was very thankful for these options, it was certainly not ideal. Sometimes books would take a long time to reach us, and as a result, I've had to push back several learning lessons while waiting for them. In addition, the thirty-minute time frame in the library was never enough for our family to relax and explore! I asked Sonora on more than one occasion about the building opening up, and it became clear that there was a lack of information coming from the Village Office and our representatives. As local schools, businesses, and other municipalities began opening months ago, I was increasingly frustrated with the situation. After reaching out to the Village Board of Trustees with little to no explanation of why this building was still closed, my friend Santana Barker and I decided to attend the Village Board meeting on March 11th. After this experience yielded no progress, we decided to start a petition in order to involve the community and spark change. As of now, we have over 300 online signatures and more on paper! Everyone we speak to shares our frustrations. One supporter of the petition commented, "The same science that shut us down last year, states a year later it's safe to reopen." Another said, "Our children and community NEED community!"

I will be attending the next Village Board meeting to present our petition, encourage transparency, and request that the board evaluate the reopening plans previously submitted by the Youngstown Free Library and the Youngstown Recreation Department in order to begin the process of reopening the Red Brick Building. Everyday, NYS is lifting restrictions and more people are being vaccinated. Surrounding communities are opening up, and it's time for the Red Brick Building to follow suit.

Thank you for your time this evening!  
Sarah Ambrosia