



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR BOARD MEETING

DATE: November 30, 2022

TIME: 7:00 p.m.

**Present:** Director Sonora Miller, Karran Swayze, Mary Clinch, Maggie Steyn, Dave Smith, David Brooks, Barb Costello, Bill Siddall (visitor)

**Absent:** Devon Tower (excused), Claudia Andres

**Call to Order:** 7:08 pm

**Comments from the Public:** None

**President's Remarks:** President Karran Swayze presented the following updates:

1. On November 10, 2022, Karran Swayze and Maggie Steyn attended a meeting organized by the Western New York Library Resources Council (WNYLRC). Representatives from area libraries were also in attendance, and discussion was held with NY State Representative Angelo Morinello.
2. Karran thanked the individuals who had prepared baskets for the current basket raffle being held in the library.
3. Karran thanked Maggie Steyn for her efforts to consolidate feedback from the Board regarding the vote to cancel the contract with Network for Good. The following information was put forward:
  - a. We have held a contract with 'Network for Good' (NFG) since December 2020. It costs \$1,200 per annum + 3% per transaction.

Since January 2021 until the end of October 2022, we had only received 67 donations online (both Friends and Library) garnering only \$2,955 in donations which cost us \$2,400 (not counting transaction fees).

While having an online donation platform on our website to offer our community is desirable, less expensive software is now available – software that is transaction-cost-based with no 'fixed' fee.

- b. The following motion, moved and seconded, was circulated to Board members via email in November 2022.

“The Youngstown Free Library Board of Trustees wishes to cancel the contract with Network for Good, upon the expiration of the current contract-term on December 31<sup>st</sup>, 2022”

- c. The motion was unanimously approved by all 8 Board member voting in response to the email.
- d. The Library Director was subsequently asked to start the cancellation process and this has been done, an email of our intention to cancel being acknowledged by a member of the NFG management team.
- e. Sonora confirmed that a call was scheduled for December 16 with NFG that should complete the cancellation process.

4. Karran shared Claudia Andres' resignation from the Board.

- A motion was made by David Brooks and seconded by Dave Smith to accept with regret. Motion passed.

Karran requested Dave Smith send a thank you letter to Claudia for her service on the Board. Karran also asked the Board to consider how to best continue the work that Claudia had previously performed on both the Sustainability and Ruby Carey Scholarship Committees.

### **Minutes of the October 2022 Board Meeting**

- A motion was made by Karran Swayze and seconded by Maggie Steyn to accept the October meeting minutes as presented. Motion passed.

### **Treasurer's Report**

Treasurer Maggie Steyn emailed the Financial Report to Board member prior to the meeting for review. She shared that:

- The fall Fund Drive has kicked off well, bringing in over \$30,000 this year. This includes donations from late 2021 that were applied to 2022
- Additional donations were garnered from Colleen Johnson Summerville's clothing exchange, and from the 50/50 raffle held by Ray's Tavern (including a donation by the raffle winner)
- A check from the IRS was received for payroll corrections to last year's accounts

- Sonora was asked to bring forward any expenses possible, through end of 2022

Karran asked if an update was available on the 2023 allocation from Town of Porter; per Maggie it was to be the same as in 2021 (\$70,000). The Village allocation would remain \$1,000, and the Niagara County allocation was to reflect a 10% decrease from 2022.

Karran asked that the Friends of the Library be thanked for their contributions that allowed numerous Library programs to continue.

The report was accepted as presented and to be filed.

### **Correspondence Report**

Dave Smith sent out the following 5 thank you notes for the month of November:

- Wendy Guild: \$380 gift to the Library
- Jill Gleason Mazur: for planning, organizing, and running the Annual Fund Drive mailing
- Colleen Johnson Summerville for her \$515 donation from the clothing exchange
- Jada and Nick Ekert for running the Halloween 50/50 raffle at Ray's Tavern which netted \$256 for the Library. They also made a matching gift to the Library
- Brian Tower for his gift of his winnings from the Halloween raffle to the Library

### **Director's Report**

Director Sonora Miller shared the following:

- Security cameras: The Library currently owns four cameras, but not all are operable (the Teen Room camera stopped working last year, another out last month; none were repairable)
  - Karran will contact the camera vendor to discuss cancellation of the current service
  - Sonora asked for assistance to assess a new system, that would include 4-5 cameras and allow for recording/reviewing history. This was estimated to cost up to \$800 for purchase and installation
  - Barb Costello agreed to ask her contact that performs tech services at the Jug if he may be willing to assist with installation of a new system/removal or covering of old cameras
- A motion was made by Karran to allow Sonora to identify a proposed system and installation plan, seconded by Dave Smith. Motion passed.
- Sonora highlighted that several events were ongoing or upcoming, including the basket raffle, new outreach with storytime at The Children's House, and a scavenger hunt in the Library. Special thanks to Nadine Tidwell for producing Take & Make Craft Kits for Halloween and Thanksgiving. For the Christmas/winter season:

- Christmas in the Village will be held on December 10. There will be no bake sale this year, but the baskets from the basket raffle will be on display. A new Take & Make Craft Kit will also be available.
  - The Winter Reading Program will be held mid-December until mid-January.
- 28 applications were received for the open Library Clerk positions, which is a strong response.

### **Friends of the Library Report**

Friends Liaison Mary Clinch shared updates from the Friends, including:

- A call from Colleen Johnson Summerville for content for the upcoming newsletter
- Discussion on planning for new officers for 2023
- The upcoming annual dinner on December 5 at the Fort Niagara Officers' Club; all Board members are invited to attend

### **OLD BUSINESS**

#### **Committee Reports:**

**Finance Committee:** Treasurer Maggie Steyn presented the budget for 2023, with the following notes:

- Minimum wage updates and adjustments confirmed by the Personnel Committee have been reflected
  - Sonora was commended for all of the additional work she has performed throughout the year; Maggie also thanked all on the budget team for the work to prepare for 2023
  - While some increases were able to be included (e.g., Hoopla), most costs were trimmed a little. Karran asked Sonora about the cost of digital collections for libraries; per Sonora content is priced higher than for the physical collection, and in some cases there are checkout limits.
- Maggie made a motion to approve the 2023 budget, seconded by David Brooks. Motion passed.
- Per Maggie, expenses need to be in by December 26 and the final payroll run of the year is December 27. The first payroll of 2023 will be on January 13 and will reflect approved increases.
  - Maggie attended a meeting in November with the Foundation to review recent fund performance. Maggie reminded the Board that the next installment to the Foundation is to occur in two quarters' time.

**Personnel Committee:**

- Mary Clinch made a motion to update the Personnel Policy and modify the language for allocating PTO based on years of service. Dave Smith seconded; the motion passed.

**Sustainability Committee:** No Report to share at this time

**Grant Committee:** Dave Smith volunteered to lead new searches for grants; Sonora will provide him with information she has received. There are currently two grants submissions pending outcomes.

**Nomination Committee:**

- Maggie Steyn has completed her three consecutive terms of service, and is not eligible to run for a fourth term.
- Karran Swayze will run for a third term.
- Devon Tower will not be seeking a second term.
- David Brooks will run for a second term.
- Claudia Andres has resigned from the Board; there will be a 1-year term to fill for her position.
- Barb Costello and Mary Clinch each have one year left on their current terms.
- Positions to be filled:
  - At least one full term, ideally two
  - Claudia's remaining 1-year term
  - Per the Board bylaws, the Board must maintain between 9-13 members

**NEW BUSINESS**

Karran shared that the Annual Meeting will occur on January 23 at 6:30 p.m., followed by a Board of Trustees meeting. Officers and presidential appointment of committee members will occur at the Board meeting. The Board agreed to continue holding monthly meetings on Mondays.

Motion was made by Dave Smith to adjourn the meeting and seconded by Maggie Steyn. The meeting was adjourned at 8:22 p.m. The next scheduled meeting date is Monday, January 23 at 6:30 p.m. in the Programming Room.

Respectfully submitted,

Mary Clinch, acting as Recording Secretary on behalf of Devon Tower

Youngstown Free Library Board of Trustees



## Notes regarding Financial Reports

### as at October 2022 Month End

#### 1. Revenues & Expenditures

The Fund Drive has kicked off well. Although only \$100 was shown as received in October, there have since been donations of nearly \$15,000 from our generous community, which takes us over budget on this line-item!

Sonora has also asked for and received a further \$870 from the Friends.

We also received generous gifts to the Library from Colleen Summerville's clothing exchange and from Ray's Tavern and Brian Tower.

These will all be reflected in November's accounting.

Expenditures are well within budget. As was done last year, Sonora may be able to 'pull forward' some anticipated expenses for 2024. (Please plan on reviewing this, Sonora, in the last two weeks of the year!)

#### 2. Summary

<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd / Spent</b>
<b>TOTAL REVENUE:</b>	<b>\$145,850</b>	<b>\$14,110.64</b>	<b>\$125,633.03</b>	<b>86.14%</b>
<b>TOTAL EXPENDITURE:</b>	<b>\$145,850</b>	<b>\$11,992.77</b>	<b>\$142,035.67</b>	<b>97.38%</b>
<b>Net Gain (Loss):</b>	<b>\$0</b>	<b>\$2,117.87</b>	<b>-\$16,402.64</b>	
<b>TOTAL REVENUE:</b>	<b>\$145,850</b>	<b>\$14,110.64</b>	<b>\$125,633.03</b>	<b>86.14%</b>
<b>*** Removing effect on Expenditure of Funds Transfer from Morgan Stanley to Foundation:</b>	<b>\$145,850</b>	<b>\$11,992.77</b>	<b>\$109,035.67</b>	<b>74.76%</b>
<b>Net Gain (Loss):</b>	<b>\$0</b>	<b>\$2,117.87</b>	<b>\$16,597.36</b>	

Maggie Steyn

November 21st, 2022

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss**  
**for Month-Ending October 31st, 2022**

<b>YOUNGSTOWN FREE LIBRARY 2022</b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd</b>
<b><u>REVENUE</u></b>				<b>October = =83.3%</b>
TOWN OF PORTER	<b>\$70,000</b>		\$70,000.00	100.00%
NIAGARA COUNTY	<b>\$7,814</b>		\$7,102.00	90.89%
Y'TOWN VILLAGE	<b>\$1,000</b>		\$1,000.00	100.00%
LOCAL LIBRARY AID	<b>\$1,386</b>	\$1,290.60	\$1,429.60	103.15%
STATE BULLET \$s	<b>\$0</b>		\$0.00	
FRIENDS	<b>\$14,000</b>	\$12,050.00	\$13,306.00	95.04%
FINES/ COPIER/ FAX	<b>\$2,400</b>	\$258.90	\$1,922.05	80.09%
INTEREST	<b>\$150</b>	\$278.08	\$1,176.18	784.12%
GIFTS	<b>\$12,000</b>	\$62.55	\$13,567.34	113.06%
<i>Christmas in the Village</i>			\$737.25	
YYC			\$1,000.00	
<i>5K Run</i>			\$1,311.00	
<i>Easter Cookie Sale</i>			\$667.00	
<i>Electronic Recycling</i>			\$1,000.00	
<i>Jug Golf Tourney</i>			\$1,800.00	
<i>Womens' Club</i>			\$984.96	
<i>St John's Episcopal Church (Strawberry Fest)</i>			\$1,905.00	
<i>Meat Raffle</i>			\$0.00	
<i>Facebook</i>			\$508.00	
<i>Miscellaneous</i>		\$62.55	\$3,158.27	
ANNUAL DRIVE	<b>\$27,000</b>	\$100.00	\$12,327.00	45.66%
MISCELLANEOUS	<b>\$100</b>	\$70.51	\$485.86	485.86%
GRANT FUNDS	<b>\$5,000</b>		\$3,317.00	66.34%
OTHER INCOME	<b>\$5,000</b>		\$0.00	0.00%
<b>TOTAL REVENUE</b>	<b>\$145,850</b>	<b>\$14,110.64</b>	<b>\$125,633.03</b>	<b>86.14%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss**  
**for Month-Ending October 31st, 2022**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Used</b>
SALARIES (GROSS)	<b>\$83,900</b>	\$6,265.58	\$65,958.41	78.62%
HEALTH BENEFIT	<b>\$4,000</b>	\$307.70	\$3,230.85	80.77%
SOCIAL SECURITY & MEDICARE	<b>\$6,724</b>	\$479.32	\$5,045.79	75.04%
CONTINUING ED. , NETWORKING, MILEAGE	<b>\$160</b>	\$0.00	\$30.00	18.75%
NEW YORK STATE DISABILITY &	<b>\$408</b>		\$616.64	151.14%
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>\$7,052.60</b>	<b>\$74,988.69</b>	77.92%
		<del>\$7,052.60</del>		
<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>	\$326.85	\$3,802.35	78.40%
AV & DIGITAL MATERIALS (excl HOOPLA)	<b>\$6,086</b>		\$2,855.95	46.93%
BOOKS	<b>\$7,500</b>	\$366.80	\$5,109.16	68.12%
COMPUTER SOFTWARE	<b>\$280</b>		\$459.59	164.14%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$3,940</b>	\$209.20	\$2,766.84	70.22%
BOOK PROCESSING & SUPPLIES	<b>\$1,680</b>	\$10.40	\$863.53	51.40%
PROGRAMMING	<b>\$1,780</b>	\$247.05	\$2,032.11	114.16%
PUBLICITY & PROMOTION (incl. NFG)	<b>\$1,600</b>		\$15.84	0.99%
COPIER LEASE & USAGE	<b>\$840</b>	\$64.88	\$707.57	84.23%
POSTAGE	<b>\$120</b>	\$2.00	\$20.00	16.67%
INTERNET/PHONE	<b>\$580</b>		\$489.82	84.45%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$1,227.18</b>	<b>\$19,122.76</b>	65.36%



**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss**  
**for Month-Ending October 31st, 2022**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Used</b>
ALMS FEE	<b>\$7,419</b>	\$618.25	\$6,182.50	83.33%
OFFICE SUPPLIES	<b>\$800</b>	\$101.37	\$722.70	90.34%
HOUSEKEEPING	<b>\$80</b>	\$5.83	\$54.29	67.86%
INSURANCE	<b>\$4,500</b>	\$3,059.08	\$3,543.03	78.73%
RENT	<b>\$1</b>		\$1.00	125.00%
(SPACE) - Sonitrol, A/C	<b>\$800</b>		\$386.00	48.25%
COPIER LEASE & USAGE	<b>\$840</b>	\$64.89	\$707.65	84.24%
POSTAGE	<b>\$120</b>	\$2.00	\$20.00	16.67%
INTERNET/PHONE	<b>\$580</b>		\$129.78	22.38%
<b>TOTAL OPERATING</b>	<b>\$15,140</b>	<b>\$3,851.42</b>	<b>\$11,746.95</b>	<b>77.59%</b>
<b>COVID-19 Expenses</b>	<b>Budget for 2022</b>		<b>Totals Year to Date</b>	
LIBRARY MATERIALS & PROCESSING	<b>\$0</b>		\$0.00	0.00%
OFFICE SUPPLIES	<b>\$800</b>		\$66.95	8.37%
CALL FORWARD	<b>\$0</b>		\$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	<b>\$500</b>		\$206.90	41.38%
OTHER - SPACE iROOMBA & 2nd MEDIFY	<b>\$0</b>		\$0.00	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$0.00</b>	<b>\$206.90</b>	<b>41.38%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss**  
**for Month-Ending October 31st, 2022**

<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</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>	\$2,900.00	79.30%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	<b>\$3,000</b>	\$250.00	\$2,500.00	83.33%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	<b>\$200</b>		\$0.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$27</b>		\$0.00	
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>		\$400.00	
5. W-2 PREPARATION	<b>\$30</b>		\$0.00	
6. 1099 PREPARATION	<b>\$0</b>		\$0.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>		\$0.00	0.00%
PROFESSIONAL SERVICES - NFG	<b>\$0</b>		\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	<b>\$250</b>		\$0.00	
BANK FEES & CHARGES	<b>\$5</b>		\$3.42	68.40%
MISC - OTHER (Foundation)	<b>\$0</b>	-\$388.43	\$33,000.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912</b>	<b>-\$138.43</b>	<b>\$35,903.42</b>	917.78%
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$145,850</b>	<b>\$11,992.77</b>	<b>\$142,035.67</b>	97.38%

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss**  
**for Month-Ending October 31st, 2022**

<b>SUMMARY</b>	<b>Budget for 2022</b>	<b>Actuals 10/01/2022 - 10/31/2022</b>	<b>Totals Year to Date</b>	<b>% of Budget Rec'd /. Spent</b>
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**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: October 31st, 2022**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$48,192.83
FICA Receivable	\$178.74
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$222,145.89
Morgan Stanley (Scholarship)	\$318.27

<b>TOTAL CURRENT ASSETS</b>	<b>\$270,935.73</b>
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**FUND BALANCES**

**Unrestricted**

General (Operating)	\$43,085.73
Sustainability/Foundation	\$67,000.00
<b>Total Unrestricted Funds</b>	<b>\$110,085.73</b>

**Restricted**

Operating Reserve	\$145,850.00	<----- <i>Reset to Operating Expenditure Budget for New Year</i>
Gifts/Grants (Children's Room)	\$15,000.00	
Scholarship (Ruby Carey)	\$318.27	
<b>Total Restricted Fund Balance</b>	<b>\$160,850.00</b>	

<b>TOTAL FUND BALANCES</b>	<b>\$270,935.73</b>
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**YOUNGSTOWN FREE LIBRARY FOUNDATION**

*"Let Literacy be your Legacy"*

**As at: October 31st, 2022**

**Restricted**

Restricted (Foundation)	<b>\$33,000.00</b>	<----- <i>Rec'd \$33,000 from KeyBank</i>
	<b>(Approximation)</b>	



### **Personnel Committee Notes - November 2002**

1. Agreement was reached with the Director on compensation plans for 2023, which includes a commitment for additional Health Benefit funding in 2024. The plan is reflected in the Draft Budget to be presented tonight. Thank you to all who participated in this process, and for helping us to align in a solution-oriented manner!
2. Additional item for discussion:
  - a. We propose to update the chart in our Personnel Policy allocating PTO based on years of service. The line "After 10 full years of service" will be modified to "After 5 full years of service". This will allow us to implement the new compensation plan, and also benefit all staff.

Excerpt from the policy, with proposed change:

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

Length of Service	PTO Allowance
After 1 full year of service	Eligible for 1.25 times AWH
After 2 full years of service	Eligible for 2.25 times AWH
After 5 full years of service	Eligible for 3.25 times AWH
After 20 full years of service	Eligible for 4.25 times AWH

Respectfully submitted,

Mary Clinch

Chair, Personnel Committee



26 November 2022

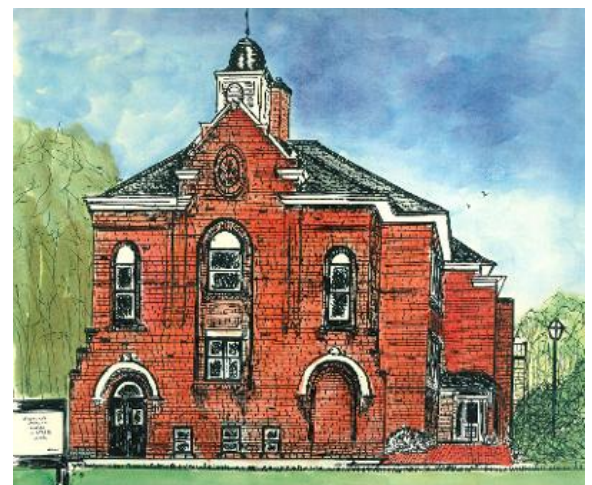
Thank you notes were sent to the following people in the month of November.

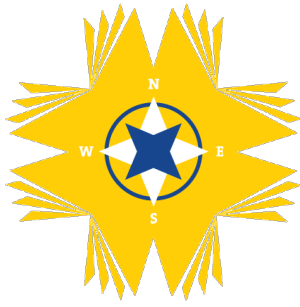
- Wendy Guild-\$380 gift to the library.
- Jill Gleason Mazur for planning, organizing and running the Annual Fund Drive mailing.
- Colleen Johnson Summerville for her \$515 donation from the clothing exchange.
- Jada and Nick Ekert for running the Halloween 50/50 raffle at Ray's Tavern which netted \$256 for the Library. They also made a matching gift to the Library.
- Brian Tower-Brian made an unprompted gift of his winnings from the Halloween raffle to the Library.

Respectfully submitted,

David Smith

Correspondence Secretary





# Youngstown Free Library

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

## Director's Report LIBRARY COLLECTION AND SERVICES OVERVIEW

November 2022

### Circulating library materials collection

- 21,000 books
- 400 large print books
- 2,500 audiobooks (on CD or Playaway) and movies
- 80 magazine subscriptions
- 10,000 items in the digital library (Hoopla and Libby). This includes ebooks, audiobooks, movies, music, tv shows, and graphic novels.

### Circulating community enrichment collection

- full spectrum lights (SAD lamps) to check out
- hotspots to check out
- museum passes to check out

### In-house community enrichment collection

- puzzle exchange
- toys in the children's room
- rotating art display

### In-house technological collection

- free wifi in the Library
- computers to use in the Library
- magnification machine for the vision impaired

### Free community materials and services

- free older issues of magazines
- free copies of the Sentinel
- free tax forms and instructions during tax season
- free COVID tests
- free battery recycling drop-off
- free use of the Programming Room for local groups
- free Library card replacement

### Low-cost community materials

- low-priced book sale offered year-round

### Office and reference services

- copying in color or black and white
- printing in color or black and white
- faxing
- scanning
- inter-library loan of materials we don't have
- reference service
- tech help by appointment
- home delivery of library materials
- registration hub for National Library Service for the Blind and Print Disabled from Library of Congress

## BUILDING

This fall, the Library's security cameras suffered some damage. In the meeting, I will be discussing options for addressing these security camera issues.

## COLLECTION

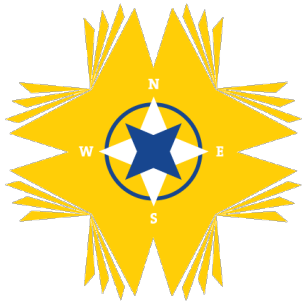
We have added a third hotspot to our collection to help provide more availability to patrons. These hotspots have been very popular; this year, they have been checked out over 20 times.

Over 600 outdated and unused books were removed from the collection just prior to the Friends of the Library book sale in November. Weeding is just as important to a Library as acquiring new items; it is key to allowing the collection room to be updated. Want to learn more about weeding criteria? Ask me anytime—I love to talk about collection analysis and updating!

## FUNDRAISING

The basket raffle is underway. Tickets are available for purchase at the Front Desk; they are \$5 for 10 tickets, or \$10 for 25 tickets. Just over \$300 in tickets have been sold so far. Have you looked at the baskets yet and purchased your tickets?

The Stone Jug 5K has released its website for the 2023 race. Runners/walkers can register at <https://ontariohouse5k.itsyourrace.com/event.aspx?id=14895> Many thanks to Barb and Mike Costello for all their hard work putting together this fundraiser for a second year!



## Youngstown Free Library

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

### OUTREACH

Starting at the beginning of November, I am now doing biweekly storytimes for toddlers and preschoolers at The Children's House on Tuesday and Wednesday mornings. These group storytimes are a chance to make a personal connection with local children whose families might not already be familiar with the Youngstown Free Library.

### PAST PROGRAMMING FOR CHILDREN

Volunteer Nadine Tidwell designed and put together Take & Make Craft Kits for both Halloween and Thanksgiving. These kits are incredibly popular, and they both disappeared within 24 hours of being released.

With the help of volunteers Mary Telatnik and Josie Sippel, Library staff set up and ran a Squirrel Scavenger Hunt this fall. Children had to find all 24 squirrels hidden throughout the Children's Room in order to solve the riddle. Forty-five kids solved the riddle to receive a small prize.

### UPCOMING PROGRAMS FOR CHILDREN

Christmas in the Village will be held on Saturday, December 10<sup>th</sup> from 11-3. In addition to offering basket raffle tickets, there will be Take & Make Craft Kits available for the first 75 attendees. Many thanks to Nadine Tidwell for putting together these craft kits and volunteering at the Library during Christmas in the Village.

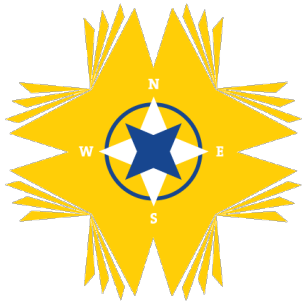
The Winter Reading Program will be held from mid-December until mid-January. So far, plans include a reading challenge with prizes, Take & Make Craft Kits, LEGO Club programs, preteen yoga programs, cookie decorating program, and (hopefully, but depending on volunteer assistance) a Noon Year's Eve party. If you are available to volunteer to help with the Noon Year's Eve party on December 30 from 10:30-1:30, please let me know.

Planning is underway for the 2023 "One District, One Book" season. Voting for the 2 book finalists will be held at the Library the second week of January. Year 7 is going to be wonderful!

### PAST PROGRAMMING FOR TEENS & ADULTS

- Make Your Own Gift Bags was held on Tuesday, November 15<sup>th</sup> with 8 attendees. Many thanks to Nina Randall for volunteering to plan and run this program!
- Cookie Decorating Workshop was held on Tuesday, November 29<sup>th</sup> with 15 attendees. Many thanks to the Friends of the Library for their financial support to put on this program!
- Evening Book Club met at the Library in both October and November.
- Afternoon Book Club met at the Lewiston Senior Center in both October and November.
- Non-Fiction Book Club met via Zoom in October.
- The census display from Western New York Library Resources Council was up from mid-September to mid-November. This coincided with a local history and genealogy book display.
- The mask art projects from Niagara Falls High School, on display in the Non-Fiction Room since June, were picked up at the end of November. Many thanks to art teacher Rob Lynch for sharing his students' artwork with the Library!
- One-on-one Tech Help sessions were offered 5 times in October and November.





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### UPCOMING PROGRAMMING FOR TEENS AND ADULTS

- Non-Fiction Book Club will meet via Zoom on Tuesday, December 6th from 1:30-3 PM.
- Make Your Own Gift Bags will be repeated on Tuesday, December 13th at 6 PM. Many thanks to Nina Randall for volunteering to plan and run this program!
- Both the Evening Book Club and the Afternoon Book Club are taking December off. They will resume meeting in January 2023.

### STAFF

This week I am starting the first round of interviews for the Library Clerk positions. We have received a strong response.

Respectfully submitted,

Sonora R. Miller  
Library Director

**YOUNGSTOWN FREE LIBRARY**  
**Draft Budget #7**  
**- to be presented for Adoption**  
**November 30th, 2022**

	Budget for 2022	Draft Budget 2023 to be presented for Board Adoption 11-30-2022	
<b><u>REVENUE</u></b>			<i>Notes - all Revenue &amp; Expenditure line items assume a 2023 Library-model of 36 hour week</i>
TOWN OF PORTER	<b>\$70,000</b>	<b>\$70,000</b>	Same as 2022, per TOP meeting 11-07-22
NIAGARA COUNTY	<b>\$7,814</b>	<b>\$7,250</b>	
YOUNGSTOWN VILLAGE	<b>\$1,000</b>	<b>\$1,000</b>	
LOC. LIBRARY SERVICE AID	<b>\$1,386</b>	<b>\$1,260</b>	
LEGISLATIVE INITIATIVE	<b>\$0</b>	<b>\$0</b>	
FRIENDS	<b>\$14,000</b>	<b>\$16,000</b>	Agreed by Friends' Board 11-16-22
FINES/ COPIER/ FAX	<b>\$2,400</b>	<b>\$2,200</b>	
INTEREST	<b>\$150</b>	<b>\$270</b>	
GIFTS	<b>\$12,000</b>	<b>\$11,000</b>	
ANNUAL DRIVE	<b>\$27,000</b>	<b>\$28,900</b>	
MISCELLANEOUS	<b>\$100</b>	<b>\$450</b>	
GRANT FUNDS	<b>\$5,000</b>	<b>\$5,000</b>	
OTHER INCOME	<b>\$5,000</b>		
TOTAL REVENUE	<b>\$145,850</b>	<b>\$143,330</b>	

**YOUNGSTOWN FREE LIBRARY**  
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**November 30th, 2022**

	Budget for 2022	Draft Budget 2023 to be presented for Board Adoption	Notes
<b><u>EXPENDITURE</u></b>			
<b>PERSONNEL</b>			
SALARIES (GROSS)	\$83,900	\$86,702	Assumes full complement of Staff: Director + 3 clerks + 1 page
HEALTH BENEFIT	\$4,000	\$4,500	+ \$500 for 2023; Add'l +\$500 for 2024
SOCIAL SECURITY & MEDICARE	\$6,724	\$6,977	Staying same at 7.65%
CONTINUING EDUCATION & NETWORKING/Memberships	\$160	\$100	
NEW YORK STATE DISABILITY & SUTA/FUTA	\$408	\$700	
WORKER'S COMPENSATION	\$850	\$800	
CHRISTMAS BONUSES	\$200	\$250	Assumes 5 staff @ \$50
<b>TOTAL PERSONNEL</b>	<b>\$96,242</b>	<b>\$100,029</b>	<b>69.79 % of revenue</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>			
HOOPLA	\$4,850	\$5,570	Focus on Streaming Services
AV & DIGITAL MATERIALS (Excl HOOPLA)	\$6,086	\$3,800	...not so much purchasing
BOOKS	\$7,500	\$6,500	
COMPUTER SOFTWARE (incl Donation S/W)	\$280	\$300	for patron-computers & laptops
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$3,000	
BOOK PROCESSING & SUPPLIES	\$1,680	\$1,300	
PROGRAMMING	\$1,780	\$2,600	Increase to reflect Friends' gifts
PUBLICITY & PROMOTION (incl Donation	\$1,600	\$200	Includes Donation software net cost (\$100)
COPIER LEASE & USAGE	\$840	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$280	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,256</b>	<b>\$24,420</b>	

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<b>OPERATING EXPENDITURE</b>	<b>Budget for 2022</b>	<b>Draft Budget 2023 to be presented for Board Adoption</b>	<b>Notes</b>
ALMS FEE	\$7,419	\$7,680	Per NIOGA 10-26-22
OFFICE SUPPLIES	\$800	\$750	
HOUSEKEEPING	\$80	\$70	
INSURANCE	\$4,500	\$3,800	Incr. for D&O & Contents
RENT	\$1	\$1	
MAINTENANCE (SPACE)	\$800	\$580	Carpet Deep-cleaning \$350, Sonitrol, A/C filters, air purifier filters, misc.
COPIER LEASE & USAGE	\$840	\$840	pro-rate at 50% between Services (for programming etc) & Operating
POSTAGE	\$120	\$30	pro-rate at 50% between Services (for programming etc) & Operating
INTERNET/PHONE	\$580	\$280	pro-rate at 50% between Services (for programming etc) & Operating
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$15,140</b>	<b>\$14,031</b>	
<b>COVID-19 OPERATING EXPENDITURE</b>			We had \$152 'surplus' after Wednesday's revisions; added \$100 to Publicity & Promotion for Donation Software; \$50 to Office Supplies
LIBRARY CLEANING MATERIALS & PROCESSING			+\$50 to Hoopla & +\$2to Ssecurity & Medicare
OFFICE SUPPLIES	\$800		
REMOTE OPERATION			
<b>TOTAL COVID-19 OPERATING EXPENDITURE</b>	<b>\$800.00</b>	<b>\$0</b>	

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<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2022</b>		<b>Notes</b>
TECHNOLOGY	\$500	\$980	3 Patron computers upgraded + 2 new
OTHER - SPACE etc	\$0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$500</b>	<b>\$980</b>	
<b>MISCELLANEOUS</b>	<b>Budget for 2022</b>	<b>Draft Budget 2023 to be presented for Board Adoption</b>	
ACCOUNTING & PAYROLL SERVICES:	\$3,657		Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***. Rates held steady for 2023?
CPA SERVICES: MONTHLY BOOK-KEEPING, ALL PAYROLL SERVICES & ACCOUNTING \$250 / month	\$3,000	\$3,000	
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200		
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27		
990 PREPARATION & DEPRECIATION	\$400	\$400	
W-2 PREPARATION	\$30		
1099 PREPARATION	\$0		
INVESTMENT & ADVISORY FEES	\$0		MORGAN STANLEY fees are currently zero
PROFESSIONAL SERVICES - AUDIT etc	\$0		Occasional foreign currency transfer fees on credit card
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$470	Outstanding Obligation from 2022
BANK CHARGES & FEES	\$5		
MISCELLANEOUS (Mural)	\$0		
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,912</b>	<b>\$3,870</b>	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$145,850</b>	<b>\$143,330</b>	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>	