



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING

DATE: OCTOBER 25, 2021 TIME: 7:00PM

Present: Sean Scarisbrick, Sonora Miller, Maggie Steyn, Paul Inskeep, Karran Swayze, MaryBeth Smith, Devon Tower, David Brooks, Barb Costello

Absent: Claudia Andres (excused), Dave Smith (excused), Mary Clinch (excused)

Call to Order: 7:06pm

Comments from the public: None

Minutes: The minutes of the September 27, 2021 meeting were presented by Devon for approval.

- A motion was made by Paul Inskeep and seconded by Karran Swayze to accept the minutes as presented. The minutes were accepted as presented.

Director's Report:

Director Sonora Miller shared the following updates with the Board:

- The Friends of the Library donated \$8,130 to cover library materials and supplies.
- The Friends of the Library also funded half (\$600) of the payment for Network for Good.
- The Director requested to continue the annual membership, asking the Board to vote in favor of continuing the membership and the Director will sign the contract. The current contract ends December 31, 2021. The annual membership cost is \$1,200.
 - Network for Good can be accessed on the YFL Library website by clicking 'Donate to the Library' or by visiting the Friends of the Library website.
- Battery recycling box is located in the Magazine Room for the public to use to donate used batteries and cell phones. The Director will post on social media to make library visitors aware.
- The Donation Box located in the library as well. Will have a note to thank patrons for their donations of batteries/cell phones but to make aware that we don't get money for battery donations and thank them for any donations they would like to make to the Library.
- Take and Make Kits were available for Halloween, thanks to Nadine Tidwell for putting these kits together.
- In December and January there will be a Winter Reading Challenge for kids to include reading challenges, reading programs and Take and Makes. More information to be shared at the November Board meeting.
- The Director and her staff are working on the online mandatory training for the NYS Harassment and Prevention.

TREASURER'S REPORTS

Treasurer Maggie Steyn shared some updates:

- Fund Drive donations since October 5 total \$11,625. Roughly \$3,000 in donations were collected from January 2021 to October before the donation letter was received by the community.
- Sustainability Committee had a letter writing campaign in which letters were sent to the YYC members and \$3,500 donations were received.
- The Finance Committee met on 10/6/21 to discuss investments. The Morgan Stanley account managers found some CDs which are offering more than our current cash rate. \$100,000 were put into CDs last week.

CORRESPONDENCE

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

- For their help and support in planning and enabling the summer program to happen: Keith Hartloff, Nadine Tidwell
- For their help for mailing the 2021-2022 Annual Fund Drive letters: Jill Mazur and her team
- Dave and Jenny Smith for their involvement with the Ruby Carey Scholarship.

OLD BUSINESS

PERSONNEL POLICY VOTE

- A motion was made by Devon Tower to accept the updated Personnel Policy and was seconded by Sean Scarisbrick. Motion passed.

NEW BUSINESS

CLOTHING DRIVE FUNDRAISER

Barb Costello shared that Colleen Summerfield raised \$500 for the Library at the Clothing Drive hosted at the Jug.

CONTINUATION OF NETWORK FOR GOOD MEMBERSHIP

- A motion was made by Sean Scarisbrick to continue with the annual membership with Network for Good (\$1,200) and seconded by Mary Beth Smith. Motion passed.

ROBERT RULES WEBINAR

- WNY Library Resources Council is offering a webinar on Tuesday 11/9/21 from 10-11am to discuss Robert's Rules. The Director emailed out directions on how to sign up.

BOOK DRIVE

The YFL Book Drive will be held November 4, 5, and 6. Karran Swayze shared that Jan Howard is looking for help to sort books on November 1, 2, and 3 and encouraged others to email her if you are able to donate any time to help sort the donated book.

YBPA MEETING FROM OCTOBER 12, 2021

Sean Scarisbrick and Dave Smith attended the meeting. Pat Stack expressed interest in hosting a fundraiser event to benefit the Library.

Bandana's will be hosting the Chili Cookoff at Bandanas in February 2022.

Sean also spoke with Terry Duffy at the YBPA event and shared that Terry added the Fund Drive letter to the Sentinel Newspaper.

TOP BUDGET MEETING FROM OCTOBER 12, 2021

Sonora, Maggie, Paul and Karran attended the ToP Budget Meeting and they spoke about our need to have our budget restored to \$80,000. Maggie called the budget officer today to see if they had a number for the budget and it was shared that it is still a couple of weeks out before a decision will be made.

FINANCE COMMITTEE MEETING FOLLOW-UP

Finance Committee met with Sonora regarding the 2022 budget. Maggie asked the Board to think about whether we need to work on balancing the budget or continue to operate on a deficit.

Finance and Personnel Committee are to meet to discuss budget draft options.

MEETING WITH VILLAGE LIASION NICOLE QUARANTILLO

At the meeting between Nicole and Dave Smith, Nicole said that the Village Board wants to help out in the future in non-monetary ways.

SPACE COMMITTEE AD HOC

PROPOSED LETTERS TO RICH SAMPLES AND RICK LOHR

Paul Inskip shared a draft letter that would be shared with the owner of the property the library wishes to purchase and with the benefactor and asked the Board for feedback. Sean Scarisbrick will reword parts of the draft letter to share with the Board.

Motion was made by Sean Scarisbrick to adjourn the meeting and seconded by Paul Inskip. The meeting was adjourned at 8:46pm. The next regular meeting of the YFL Board of Trustees will be Monday, November 22, 2021 in the meeting room at the Youngstown Free Library.

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

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: October 25, 2021 Time: 7:00 pm

Corresponding Secretary Report

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

- For their help and support in planning and enabling the summer program to happen:
-Keith Hartloff
-Nadine Tidwell
- Jill Mazur and her team for the mailing for the 2021-2022 Annual Fund Drive

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees



Financial Reports

As at September 2021 Month End

Notes:

- 1 We are three quarters the way through the Fiscal Year.
- 2 **Revenues** are on budget and we are hopeful that the ongoing Fund Drive will be as successful as last year when we received >\$24,000 in donations. To-date, we have received just over \$10,000; approx. \$6,300*** of that since the beginning of this October's drive.
- 3 The letter-writing campaigns have so far generated \$2,500*** – a good return for the cost of the stamps!

(*** Not yet deposited in the bank or reflected in this statement.)
- 4 Revenue will be down for the “Fines/Copier/Fax” account, due to the Library not being open for much of the year.
- 5 **Expenditures** are for the most part in line with or below budget. Overall, we have spent 65% of the budgeted total. Our budgeted expenditures exceed our budgeted revenues by nearly \$31,000, but I am hopeful we may come in at something like or less than a \$15,000 deficit.

6. Summary:

As at September 30th 2021	Annual Budget	Actual YTD
Revenues	\$123,557	\$108,683
Expenditure	\$154,404	\$100,893
Balance	-\$30,847	+\$7,709

Respectfully submitted, Maggie Steyn

October 19th, 2021

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at September 30th, 2021

YOUNGSTOWN FREE LIBRARY 2021	Budget for 2021	Actuals 09/01/2021 - 09/30/2021	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE					Nine months is 75%
PORTER	\$65,000		\$65,219.00	-\$219.00	100.34%
COUNTY	\$3,786	\$7,814.00	\$7,814.00	-\$4,028.00	206.39%
VILLAGE	\$1,000		\$1,000.00	\$0.00	100.00%
AID	\$776		\$1,260.00	-\$484.00	162.37%
INITIATIVE	\$0		\$0.00	\$0.00	
FRIENDS	\$10,000		\$1,600.00	\$8,400.00	16.00%
FAX	\$2,400	\$87.95	\$294.36	\$2,105.64	12.27%
INTEREST	\$2,000	-\$281.95	\$1,990.53	\$9.47	99.53%
GIFTS	\$4,000	\$1,592.32	\$6,469.04	-\$2,469.04	161.73%
ANNUAL DRIVE	\$16,000		\$3,710.00	\$12,290.00	23.19%
MISCELLANEOUS	\$100	\$15.74	\$50.00	\$50.00	50.00%
GRANT FUNDS	\$500		\$1,281.00	-\$781.00	256.20%
PPP GRANT INCOME	\$17,995		\$17,995.00		
TOTAL REVENUE	\$123,557	\$9,228.06	\$108,682.93	\$14,874.07	87.96%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at September 30th, 2021

<u>EXPENDITURE</u>	Budget for 2021	Actuals 09/01/2021 - 09/30/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL					Nine months is 75%
SALARIES (GROSS) - Active	\$85,798	\$6,240.29	\$60,149.21	\$25,648.79	70.11%
HEALTH BENEFIT	\$4,000	\$307.70	\$2,923.15	\$1,076.85	73.08%
SOCIAL SECURITY & MEDICARE	\$6,870	\$500.93	\$4,991.96	\$1,878.04	72.66%
CONTINUING ED. , NETWORKING, MILEAGE	\$500	\$50.00	\$50.00	\$450.00	10.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$510	\$168.55	\$320.66	\$189.34	62.87%
SALARIES (CHRISTMAS BONUS)	\$250		-\$15.00	\$265.00	-6.00%
TOTAL PERSONNEL	\$98,438	\$7,267.47	\$68,419.98	\$30,018.02	69.51%
LIBRARY MATERIALS & SERVICES					
DIGITAL/AUDIO VISUAL MATERIALS	\$10,881	\$750.83	\$5,405.09	\$5,475.91	49.67%
BOOKS	\$8,500	\$539.12	\$5,490.89	\$3,009.11	64.60%
COMPUTER SOFTWARE	\$300		\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,100		\$3,262.75	\$837.25	79.58%
BOOK PROCESSING & PROGRAMMING	\$1,680	\$274.83	\$852.08	\$827.92	50.72%
PUBLICITY & PROMOTION	\$1,980	\$27.00	\$1,396.46	\$583.54	70.53%
COPIER LEASE & USAGE	\$400		\$20.00	\$380.00	5.00%
POSTAGE	\$1,230	\$96.63	\$629.28	\$600.72	51.16%
INTERNET/PHON	\$290	\$67.00	\$140.95	\$149.05	48.60%
TOTAL LIBRARY MATERIALS & SERVICES	\$560	\$71.86	\$368.25	\$191.75	65.76%
	\$29,921	\$1,827.27	\$17,565.75	\$12,355.25	58.71%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at September 30th, 2021

OPERATING EXPENDITURE	Budget for 2021	Actuals 09/01/2021 - 09/30/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,295	\$607.91	\$4,863.28	\$2,431.72	66.67%
OFFICE SUPPLIES	\$1,600		\$362.09	\$1,237.91	22.63%
HOUSEKEEPING	\$100	\$4.60	\$21.40	\$78.60	21.40%
INSURANCE	\$4,900		\$3,754.43	\$1,145.57	76.62%
RENT	\$1		\$1.00	\$0.00	100.00%
(SPACE)	\$1,150		\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$96.63	\$629.32	\$600.68	51.16%
POSTAGE	\$290	\$67.00	\$133.00	\$157.00	45.86%
INTERNET/PHONE	\$560	\$71.85	\$368.20	\$191.80	65.75%
TOTAL OPERATING	\$17,126	\$847.99	\$10,132.72	\$6,993.28	59.17%
COVID-19 Expenses					
LIBRARY MATERIALS & PROCESSING	\$2,000		\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	\$1,000		\$778.32	\$221.68	77.83%
CALL FORWARD	\$500		\$0.00	\$500.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$3,500.00	\$0.00	\$788.31	\$2,711.69	22.52%
CAPITAL EXPENDITURE	Budget for 2021				
TECHNOLOGY	\$1,000		\$99.00	\$901.00	9.90%
OTHER - SPACE etc	\$0		\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$1,000	\$0.00	\$99.00	\$901.00	9.90%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at September 30th, 2021

MISCELLANEOUS	Budget for 2021	Actuals 09/01/2021 - 09/30/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,709	\$215.00	\$2,395.00	\$1,314.00	64.57%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$1,890.00	\$690.00	73.26%
INCL FED & STATE TAX PAYMENTS	\$260		\$60.00	\$200.00	23.08%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377		\$45.00	\$332.00	11.94%
4. 990 PREPARATION & DEPRECIATION	\$400		\$400.00	\$0.00	100.00%
5. W-2 PREPARATION	\$50		\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42		\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0		-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	\$200		\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	\$500		\$409.75	\$90.25	81.95%
BANK FEES & CHARGES	\$10		\$2.92	\$7.08	29.20%
MISC - OTHER	\$0		\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,419	\$215.00	\$3,887.67	\$531.33	87.98%
TOTAL OPERATING Net Income (Loss)	\$154,404	\$10,157.73	\$100,893.43	\$53,510.57	65.34%
	-\$30,847	-\$929.67	\$7,789.50	-\$38,636.50	

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: September 30th, 2021

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$18,185.46
Morgan Stanley - 178- Acct	\$263,145.46
Morgan Stanley (Scholarship)	\$1,068.18
TOTAL CURRENT ASSETS	\$282,499.10

FUND BALANCES

Unrestricted

General (Operating)	\$12,026.92
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$112,026.92

Restricted

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,068.18
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
Total Restricted Fund Balance	\$170,472.18

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

TOTAL FUND BALANCES	\$282,499.10
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