



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: September 26, 2022

TIME: 7:00 p.m.

Present: Director Sonora Miller, Karran Swayze, Maggie Steyn, Mary Clinch, Dave Smith, Devon Tower

Absent: Barb Costello (excused), David Brooks (excused), Claudia Andres (excused)

Call to Order: 7:00 pm

Comments from the Public: None

President Remarks

Board President Karran Swayze would like to thank everyone who were ready to participate in the Labor Day Parade. She also wanted to extend a congratulations Barb Costello and husband for their award of Youngstown Business of the Year 2022 – Stone Jug. Karran also thanked Sonora and her staff and volunteers for making the summer program a success. She noted that she did sign the contract for the rental agreement with the Village.

Resignation of Mary Beth Smith

- Karran Swayze asked the Board for a motion to accept resignation of Mary Beth Smith, with regret. Maggie Steyn made the motion and seconded by Dave Smith. Motion passed.

Minutes of the July 2022 Board Meeting

- A motion was made by Mary Poole Clinch and seconded by Maggie Steyn to accept the July 25, 2022 meeting minutes with corrections being made to the heading. Motion passed.

Treasurer's Report

Treasure Maggie Steyn presented the August 2022 Month End Financial Report. She noted that for the most part, expenses appear to be in line with budget. August revenues reflect the gift from the Presbyterian Church and grant from Assemblyman Norris for Summer Reading Program. Town of Porter requested letter for next year's funding, and this was sent to them last week. Report to be submitted and filed.

Correspondence Report

Corresponding Secretary Dave Smith presented the list of who received thank you notes during the month of August. Report to be submitted and filed.

- Women's Club of Youngtown for their generous donation.

Director's Report

Director Sonora Miller shared an overview of the library collection and services:

- 21000 books; 400 large print books; 2500 audiobooks/movies; 80 magazine subscriptions and 10000 items in the digital library
- Items in the enrichment collection include full spectrum lights, hot spots, and museum passes to check out
- In house community enrichment collection include puzzle exchange, toys in children's room, and rotating art display
- In house technological collection includes free WIFI in the library, computers and magnification machines for the vision impaired
- Free community materials and services include free older issues of magazines and Sentinel, free tax forms and instructions during the tax season, free COVID tests, free battery recycling drop off, free use of the Programming Room for local groups and free replacement of Library card
- Office and reference services include copying and printing in color/BW, faxing, scanning, interlibrary loan of materials not at the YFL, reference service, tech help, home delivery of materials, and registration hub for National Library Service for the Blind and Print disabled from Library of Congress

Director also shared the programming services available for children, teens and adults:

- Storytime for toddlers and preschoolers on Tuesdays at 9:30am and 11:00am
- Make and Take craft kids in the Teen Room
- Several Book Clubs for Adults
- Author Alan Hlad to present a program at Lockport Library on Monday October 24 in celebration of the 2022 One Book One Community event.

Director also shared the following:

- Niagara County funding was received and will be reflected in Maggie's treasurers report next month.
- Director took Narcan training last month and asked Board if we can post Narcan kits in the restroom for the public to take.
- Applied for grant to get menstrual supplies for the public library restroom and was put on waiting list.
- Two catalog computers are now available for use.
- AC in fiction room has been repaired.
- Youngstown drinking water quality report is now available for preview.

Friends of the Library Report

Friends Liaison Mary Poole Clinch shared that fundraising has been difficult due to unknown of COVID restrictions. The Friends and the Board welcome ideas to join forces on the effort to fundraise.

OLD BUSINESS

Committee Reports:

Finance Committee: Community Foundation for Greater Buffalo name has been established. YFL Foundation is up and running. Now Board members have to get the word out.

Personnel Committee: No Report to share at this time

Sustainability Committee: No Report to share at this time

Grant Committee: Ralph Wilson Arts & Culture Grant has been submitted, with additional help from Paul Inskip and Karran Swayze.

Update on Meat Raffle

- A motion was made by Maggie Steyn and seconded by Dave Smith to cancel the event, but first to make sure about contract. If no binding contract, event to be cancelled. Basket raffle items will be used at Christmas event. Motion passed.

Update on the Open Meetings Law and Video Conferencing

Karran Swayze shared details regarding remote meetings. Will revisit at another meeting. She wanted to note that Zoom is unable to continue at this time and meetings must be in person.

Update on the new training requirement for ALL trustees beginning in 2023

- 2 hours per trustees per year. Mary Clinch offered to keep help track trustees completed trainings. More information to come on how to register and locate trainings.

NEW BUSINESS

Strategic Goals 2018-2023

Plans are in Dropbox and these are set up from 2018 to the end of 2023. Four measurable goals are focused on. Sonora will share report in March 2023 to show 2022 statistics from library and look over goals to see what has been met.

Consider a Leadership Position for 2023

With the annual meeting a couple of months away, Karran Swayze encouraged Board members to consider a position within one of the leadership positions.

OTHER

Karran Swayze thanked everyone who was able to meet with the Village Liaison, Crystal Stevens. Plans to invite Crystal to a future Board meeting was discussed.

ADJOURNMENT

Motion was made by Maggie Steyn to adjourn the meeting and seconded by Mary Clinch. The meeting was adjourned at 8:54pm. The next scheduled meeting will be Monday, October 24, 2022 at 7PM in the Programming Room.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



Notes regarding Financial Reports

as at August 2022 Month End

1. Revenues & Expenditures

August Revenues reflect the gift from the Episcopal Church (proceeds from their Strawberry Festival event) and a grant from Assemblyman Norris for the Summer Reading Program.

We also received the Village of Youngstown's discretionary \$1,000.

All expenses appear to be in line with budget.

Again we need to finish the year strongly with our Fund Drive and Meat Raffle event.

2. Summary

SUMMARY	Budget for 2022	Actuals 07/01/2022 - 07/31/2022	Actuals 08/01/2022 - 08/31/2022	Totals Year to Date	% of Budget Rec'd / Spent
TOTAL REVENUE:	\$145,850	\$1,070.13	\$5,623.98	\$103,541.15	70.99%
TOTAL EXPENDITURE:	\$145,850	\$46,695.82	\$11,146.98	\$119,592.79	82.00%
Net Gain (Loss):	\$0	-\$45,625.69	-\$5,523.00	-\$16,051.64	
*** Removing effect of Funds Transfer from Morgan Stanley to Foundation:	\$145,850	\$13,695.82	\$11,146.98	\$86,592.79	59.37%

Maggie Steyn

September 20th, 2022

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement for
August 2022 Month-End

YOUNGSTOWN FREE LIBRARY 2022	Budget for 2022	Actuals 07/01/2022 - 07/31/2022	Actuals 08/01/2022 - 08/31/2022	Totals Year to Date	% of Budget Rec'd
<u>REVENUE</u>					August = 2/3 =66.7%
TOWN OF PORTER	\$70,000			\$70,000.00	100.00%
NIAGARA COUNTY	\$7,814			\$0.00	0.00%
Y'TOWN VILLAGE	\$1,000		\$1,000.00	\$1,000.00	100.00%
LOCAL LIBRARY AID	\$1,386		\$139.00	\$139.00	10.03%
STATE BULLET \$s	\$0			\$0.00	
FRIENDS	\$14,000			\$1,256.00	8.97%
FINES/ COPIER/ FAX	\$2,400	\$135.35	\$205.17	\$1,335.16	55.63%
INTEREST	\$150	\$27.39	\$19.64	\$878.82	585.88%
GIFTS	\$12,000	\$90.17	\$1,941.87	\$13,008.93	108.41%
<i>Christmas in the Village</i>				\$737.25	
YYC				\$1,000.00	
5K Run				\$1,311.00	
Easter Cookie Sale				\$667.00	
Electronic Recycling		\$53.00		\$1,000.00	
Jug Golf Tourney				\$1,800.00	
Womens' Club				\$984.96	
St John's Episcopal Church (Strawberry Fest)			\$1,905.00	\$1,905.00	
Meat Raffle				\$0.00	
Facebook				\$508.00	
Miscellaneous		\$37.17	\$36.87	\$3,095.72	
ANNUAL DRIVE	\$27,000	\$150.00		\$12,227.00	45.29%
MISCELLANEOUS	\$100	\$22.22	\$46.30	\$379.24	379.24%
GRANT FUNDS	\$5,000	\$645.00	\$2,272.00	\$3,317.00	66.34%
OTHER INCOME	\$5,000			\$0.00	0.00%
TOTAL REVENUE	\$145,850	\$1,070.13	\$5,623.98	\$103,541.15	70.99%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement for
August 2022 Month-End

EXPENDITURE	Budget for 2022	Actuals 07/01/2022 - 07/31/2022	Actuals 08/01/2022 - 08/31/2022	Totals Year to Date	% of Budget Used
SALARIES (GROSS)	\$83,900	\$9,336.03	\$6,401.14	\$53,392.45	63.64%
HEALTH BENEFIT	\$4,000	\$461.55	\$307.70	\$2,615.45	65.39%
SOCIAL SECURITY & MEDICARE	\$6,724	\$714.22	\$489.66	\$4,084.48	60.74%
CONTINUING ED. , NETWORKING, MILEAGE	\$160	\$20.00	\$0.00	\$30.00	18.75%
NEW YORK STATE DISABILITY &	\$408			\$458.20	112.30%
WORKER'S COMPENSATION	\$850			\$107.00	12.59%
SALARIES (CHRISTMAS BONUS)	\$200			\$0.00	0.00%
TOTAL PERSONNEL	\$96,242	\$10,531.80	\$7,198.50	\$60,687.58	63.06%
LIBRARY MATERIALS & SERVICES	Budget for 2022			Totals Year to Date	% of Budget
HOOPLA (streaming, rental services)	\$4,850	\$534.44	\$0.00	\$2,858.71	58.94%
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	107.18	563.99	\$2,535.81	41.67%
BOOKS	\$7,500	\$397.80	\$208.41	\$4,326.33	57.68%
COMPUTER SOFTWARE	\$280		\$100.20	\$459.59	164.14%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$44.20	-\$331.38	\$1,915.44	48.62%
BOOK PROCESSING & SUPPLIES	\$1,680	\$433.69	\$7.00	\$823.98	49.05%
PROGRAMMING	\$1,780	\$740.50	\$142.39	\$1,659.83	93.25%
PUBLICITY & PROMOTION (incl. NFG)	\$1,600			\$15.84	0.99%
COPIER LEASE & USAGE	\$840	\$64.88	\$64.88	\$555.70	66.15%
POSTAGE	\$120	\$2.00	\$2.00	\$16.00	13.33%
INTERNET/PHONE	\$580	-\$19.00	\$75.11	\$489.82	84.45%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$2,305.69	\$832.60	\$15,657.05	53.52%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement for
August 2022 Month-End

OPERATING EXPENDITURE	Budget for 2022	Actuals 07/01/2022 - 07/31/2022	Actuals 08/01/2022 - 08/31/2022	Totals Year to Date	% of Budget Used
ALMS FEE	\$7,419	\$618.25	\$618.25	\$4,946.00	66.67%
OFFICE SUPPLIES	\$800	\$110.36	\$21.38	\$621.33	77.67%
HOUSEKEEPING	\$80	\$5.83	\$5.83	\$42.63	53.29%
INSURANCE	\$4,500		\$1,304.00	\$483.95	10.75%
RENT	\$1	\$1.00		\$1.00	125.00%
(SPACE) - Sonitrol, A/C	\$800		\$386.00	\$386.00	48.25%
COPIER LEASE & USAGE	\$840	\$64.89	\$64.89	\$555.77	66.16%
POSTAGE	\$120	\$2.00	\$2.00	\$16.00	13.33%
INTERNET/PHONE	\$580	-\$19.00	\$75.10	\$129.78	22.38%
TOTAL OPERATING	\$15,140	\$783.33	\$2,477.45	\$7,182.46	47.44%
COVID-19 Expenses	Budget for 2022			Totals Year to Date	
LIBRARY MATERIALS & PROCESSING	\$0			\$0.00	0.00%
OFFICE SUPPLIES	\$800			\$66.95	8.37%
CALL FORWARD	\$0			\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$800	\$0.00	\$0.00	\$66.95	8.37%
CAPITAL EXPENDITURE	Budget for 2022				
TECHNOLOGY	\$500			\$206.90	41.38%
OTHER - SPACE iROOMBA & 2nd MEDIFY	\$0			\$0.00	0.00%
TOTAL CAPITAL EXPENDITURES	\$500	\$0.00	\$0.00	\$206.90	41.38%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement for
August 2022 Month-End

MISCELLANEOUS	Budget for 2022	Actuals 07/01/2022 - 07/31/2022	Actuals 08/01/2022 - 08/31/2022	Totals Year to Date	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,657	\$250.00	\$250.00	\$2,400.00	65.63%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$3,000	\$250.00	\$250.00	\$2,000.00	66.67%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200			\$0.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27			\$0.00	
4. 990 PREPARATION & DEPRECIATION	\$400			\$400.00	
5. W-2 PREPARATION	\$30			\$0.00	
6. 1099 PREPARATION	\$0			\$0.00	0.00%
INVESTMENT & ADVISORY FEES	\$0	-\$175.00		\$0.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0			\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$250			\$0.00	
BANK FEES & CHARGES	\$5			\$3.42	68.40%
MISC - OTHER (Wall Mural)	\$0	\$33,000.00	\$388.43	\$33,388.43	
TOTAL MISCELLANEOUS	\$3,912	\$33,075.00	\$638.43	\$35,791.85	914.92%
TOTAL OPERATING EXPENDITURE	\$145,850	\$46,695.82	\$11,146.98	\$119,592.79	82.00%
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**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: August 31st, 2022**

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$49,481.26
FICA Receivable	\$358.83
Payroll Asset	\$0.00
Morgan Stanley - 178- Acct	\$223,918.71
Morgan Stanley (Scholarship)	\$318.26

TOTAL CURRENT ASSETS **\$274,177.06**

FUND BALANCES

Unrestricted

General (Operating)	\$46,327.06
Sustainability/Foundation	\$67,000.00
Total Unrestricted Funds	\$113,327.06

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)	\$318.26	
Total Restricted Fund Balance	\$160,850.00	

TOTAL FUND BALANCES **\$274,177.06**

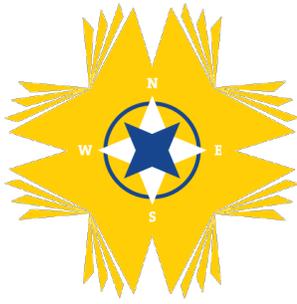
YOUNGSTOWN FREE LIBRARY FOUNDATION

"Let Literacy be your Legacy"

As at: August 31st, 2022

Restricted

Restricted (Foundation) **\$33,000.00** <----- *Rec'd \$33,000 from KeyBank*
(Approximation)



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report LIBRARY COLLECTION AND SERVICES OVERVIEW

September 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

DISPLAYS

In the fiction room, there is a new display up (and an accompanying book display) on the census and its role in family history, Niagara County, and redistricting in this election. This display was made possible by the Western New York Library Resources Council. Please check it out before it's removed in mid-October.

PROGRAMMING FOR CHILDREN

Town of Porter Recreation has restarted its weekly storytime for toddlers and preschoolers.

- Tuesdays at 9:30 AM and 11 AM

PROGRAMMING FOR TEENS

There are new Take and Make crafts kits in the Teen Room. They are magnetic frames for one's school locker.

PROGRAMMING FOR ADULTS

- Non-Fiction Book Club meets Tuesday, October 4th via Zoom to *discuss She Has Her Mother's Laugh* by Carl Zimmer
- Evening Book Club meets Wednesday, October 12th at the Youngstown Free Library to discuss *The Long Flight Home* by Alan Hlad
- Afternoon Book Club meets Tuesday, October 18th at the Lewiston Senior Center to discuss *The Long Flight Home* by Alan Hlad
- Author Alan Hlad will be presenting a program at the Lockport Public Library on Monday, October 24th in celebration of the "2022 One Book One Community" title.

Respectfully submitted,
Sonora R. Miller
Library Director