

Regular Board Meeting
Youngstown Free Library Board of Trustees
October 27, 2025 7:00 PM

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

Meeting Called to Order

Karran Swayze

Determination of Quorum

Comments from the Public

Minutes of Board Meeting September 28, 2025 Mary Clinch

Reports

President's Remarks

Karran Swayze

Treasurer's Report

David Smith

Correspondence

Peter Pfohl

Director's Report

Sonora Miller

Friends of the Youngstown Library

David Smith

Old Business

- Contract with the Village of Youngstown
- New motors for air units
- Budget ideas or requests for next year 2026

New Business

- Senator Ortt's advocacy meeting is scheduled for Monday, November 10th at 11 AM at the Lockport Public Library.
- New members and officers for next year 2026

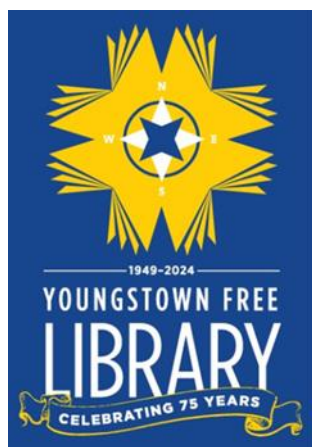
Upcoming Events

- October 25, 2025 while Mike and Jaspen work a regular shift as part of Trunk or Treat
- Nioga Trustee Training: Wednesday, October 29 on Zoom from 6pm -8pm. Registration will be required.
- Fall Book Sale: November 6,7,8, 2025

Adjournment

Next Meeting:

- **November 24, 2025 @ 7 PM** in the Programming Room



The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

**YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES
MINUTES / REGULAR BOARD MEETING**

**SEPTEMBER 28, 2025
7:00 PM**

PRESENT: Karran Swayze, Dave Smith, David Brooks, Peter Pfohl, Dr. Nancy Askins, Director Sonora Miller
ABSENT: Mary Clinch (excused)

CALL TO ORDER: 7:03 PM by Karran Swayze

DETERMINATION OF QUORUM

COMMENTS FROM THE PUBLIC:

- One person spoke regarding the motion for funding of Boy Scouts projects.
- The issue will be formally addressed later during this meeting.

PRIOR MEETING'S MINUTES

- Review of minutes from the July 28, 2025 Board of Trustees meeting
- Motion made by David Brooks and seconded by David Smith to accept minutes
- Approved by all in attendance.

REPORTS:

PRESIDENT'S REMARKS (*Karran Swayze*)

- Thanks to all who participated in the Bandana's Seafood Boil & Bar-B-Que fundraiser and also those who walked or rode in the Labor Day Parade representing the Youngstown Free Library.
- Karran shared newspaper article in the Sentinel (8/29/25) thanking patrons of the Sanborn Library for their support. Nancy Askins is planning a similar submission to the media in November to align with the 11/13/25 end of our 75th Anniversary Year of Lifelong Learning.
- Announced trustee trainings on October 15 and 29, 2025 (Email were sent with details; no need to pre-register for either program).
 - 10/15/25 @ 6-8 PM: *Trustee Training / Library Trustees and Local Government: Good Practices for Great Relationships.*
 - 10/29/25 @ 6-8 PM: *Trustee Training / Public Library Budgets, Construction, and the ADA (Americans with Disabilities Act).*
 - Reminded trustees of requirement passed by New York State Legislature mandating libraries must have their trustees complete training courses annually.
 - Asked everyone to check their own documentation to ensure having successfully completed a minimum of two trustee training programs during 2025 and posted online.

TREASURER'S REPORT (*David Smith*)

- July/August (as of September 22, 2025)
 - July: \$2,294.98, including \$1,000 from the Village of Youngstown.
 - August: \$299.44, notable in Morgan Stanley interest of \$119.04.
- Expenses:
 - July expenses: \$13,339.63 (Personnel: \$8,668.52, Programming: \$2,531.71, Digital Materials: \$562.96).
 - August: \$17,717.72 (Personnel: \$9,384.34, Insurance: \$5,422.71, Digital Materials: \$573.85).
- Investments:
 - YFL KeyBank account totaled \$5,787.70 as of 9/20/2025
 - Transfer of funds from Morgan Stanley of at least \$10,000 is required by October 1st to cover expenses for October. By then, donations from the Annual Drive and from Friends of Youngstown Library (FOYL) should cover expenses for the remainder of the year.
 - Morgan Stanley account balance was \$191,349.68 as of 8/31/2025 until a transfer of \$10,000.00 is taken and interest payments are credited to the account.
 - YFL has two CD's totaling \$40,000.00 maturing at the end of October and beginning of November (10/29/2025 and 11/6/2025). Intention to renew at 4% or best possible interest rate with a longer term, as the Federal Reserve is anticipated to lower rates two or three times in 2026, but nothing is guaranteed.
- Summary:
 - Expenses continue to be well within anticipated amounts, as shown on financial reports reviewed by the board at this meeting.
 - The key to a successful year with either a balanced budget or a small surplus will be the generosity of our faithful donors during the annual drive, and as always, the support we receive from FOYL. Please try to continue to support FOYL any way you possibly can.
 - Board of Trustees Finance Committee:
 - Will meet in October/early November to discuss and develop a budget for 2026 to present to board by end of 2025.
 - Increased cost of digital materials will be figured into next year's budget.

CORRESPONDENCE (*Peter Pfohl*)

- Will send thank-you correspondence to:
 - Bandana's for their Seafood Boil & Bar-B-Que fundraiser on 8/28/25.
 - FOYL for sponsoring the 9/15/25 golf tournament \$150 entry for Library employee Mike B. as he represented YFL at the event (which was designed to raise funds for FOYL).
 - FOYL for their outstanding garage sale event July 17-20, 2025 which raised \$5,800.

DIRECTOR'S REPORT (*Sonora Miller*)

- **Building:** Spaces were freshened this summer, including Teen Room glow-up, new signs at each room's entrance, carpet cleaned in Children's Room, cleaning and inspecting of air conditioners.
- **Exhibit:** Tiny Art Show in Magazine room from August 9th to beginning of October, featuring 68 artworks created by community members of all ages from 15 months of age through seniors.
- **Collection:** DVD collection, including children's DVD, re-cataloged to library standards; graphic novel collection developed from juvenile fiction collection; multiple collections shifted in Children's Room.

- **Fundraising & Grants:**
 - Youngstown Lions Club donated \$500 which will support our children's audiobook collections.
 - Budget worksheet completed this month for Niagara County's 2026 budget calculations.
 - Very grateful to every organization and government body whose financial help allows the Library to continue to serve our community.
- **Programs:**
 - **Summer Reading Programs**
 - Served 2,488 people from June 30 to August 9, 2025.
 - Included offering 45 programs, all free w/no registration required, with access available to everyone regardless of residence.
 - **Summer Reading Challenge**
 - Ran concurrently with Summer Reading Programs but extended through beginning of school year, i.e., June 30 through September 6.
 - Encouraged children to read (independently or supported, as well as via audio or print), with reading rewards for time spent.
 - Total of 75 children and teens signed up and read a total of 144,812 minutes (average of 1,930 minutes per reader this summer).
 - **Adult Book Clubs**
 - **Evening Book Club:** Served 6-10 people per month in person and via Zoom.
 - **Afternoon Book Club:** Served 17 people in-person at Lewiston Senior Center.
 - **Non-Fiction Book Club:** Served 6 people online in alternating months.
 - **Regular Tech Programs** held monthly on a range of different topics, i.e., digital library, tech help, spotting scams and filters, cybersecurity and scams.
- **Publicity Updates via Social Media**
 - **Facebook:** 1,609 followers @ <https://www.facebook.com/youngstownfreelibrary/>
 - **Instagram:** 801 followers @ <https://www.instagram.com/youngstownfreelibrary>
- **Staff:** Employee Mike B. expressed his appreciation to FOYL for their support of his entry fee to represent YFL by participating in recent YBPA Golf Tournament to raise funds for FOYL.
- **Technology**
 - Long-planned updates completed this summer via grant funding to YFL from Senator Morinello:
 - Two older public Internet computers and one older staff computer replaced due to inability to be upgraded to Windows 11.
 - Receipt printer purchased and installed for staff computer.
 - Local server installed to share staff files seamlessly and confidentially without needing the Internet; \$30 for permanent license to activate.
 - Two additional computers are being purchased, anticipated within the next month.
 - Updating software on staff and public computers.
- **Volunteers**
 - Grateful appreciation to local IT expert Adam R. for volunteering to co-run the monthly Tech Help program at the Lewiston Senior Center. With his help to Sonora, seniors receive one-on-one appointments from both professionals each month.
 - Thanks to local Girl Scout Lizzie A. (age 17) who volunteered to run a children's program during the Summer Reading Season 2025. She led a session of *Art Adventurers* in July reading a story about spreading kindness, along with a rock painting project on the theme. The rocks now decorate the community garden for all to see, enjoy, and be inspired on sharing the value of kindness.

- **Scheduling:** Sonora will be off the rest of this week and back on 10/1/25, taking advantage of nature's bounty by personally canning tomatoes and peaches.

FRIENDS OF THE YOUNGSTOWN FREE LIBRARY (FOYL) (*David Smith, Liaison from YFL Board of Trustees*)

- **Meetings:** FOYL met on 9/17/25. Next meeting is scheduled for 10/15/25 @ 7:00 PM. All are welcome to attend and bring prospective members.
- **Reports on Past Events**
 - June 19: **Summer Street Dance** drew lower crowds due to inclement weather, but was still considered a success. Distributed children's books left over from prior book sale.
 - July 17-20: **Garage Sale** raised \$5,800. Considering bi-annually rather than each year.
 - August 22: **Summer Concert Bake Sale** raised almost \$500.
 - August 28: **Bandana's Seafood Boil & Bar-B-Que** (results TBA). Projected for each year.
 - September 1: **Labor Day Parade**. Needed more YFL and FOYL participation, but loved by the community as evidenced by positive comments. Hope to return to full float in 2026.
- **Upcoming Events**
 - October 3-4: **Second Annual Harvest Tea** at First Presbyterian Church in Youngstown.
 - Friday, 10/3: Set up at 10:00 AM
 - Saturday, 10/4: Actual event. Doors open at 12:00 Noon, events begins at 1:00. Contact event chairperson Chris Schwartz if you can help out.
 - November 3-6: **Book Sale**
 - November 1: Table set-up.
 - November 3-6: Book set-up.
 - November 6: Member night.
 - November 7-8: Public sale with tear-down at 3:00 PM on the 8th. (NOTE: Be sure not to break down books until advertised time as recommended by the public.)
 - Plans beginning for **2025 Christmas in the Village** in early December. Will be giving away cider and hot chocolate. Volunteers are always welcome.
 - Looking for suggestions for annual **FOYL dinner**. The Jug hosted the last two years. FOYL member of the year has not yet been chosen, nor has the actual date been decided.

OLD BUSINESS:

- **Contract with Village of Youngstown:** Negotiations in progress related to use of building by YFL.
- **Computer Installation** (*See Director's Report above*)
- **Summer Reading Program** (*See Director's Report above*)

NEW BUSINESS:

- **Recommendation to support Boy Scout Troop 829 with grants:**
 - Discussion based on proposal by David Smith on 9/10/2025.
 - No formal action was taken at this time.
- **Changes to Ruby Carey Scholarship**
 - Proposed changes were submitted by Karran Swayze to scholarship committee with positive comments having been received on the changes:
 - ✓ Include entire Town of Porter in scholarship application description, not just the 14174 Zip Code of Youngstown.
 - ✓ Include the rubric scoring sheet as part of the 2026 application.

- Motion by Dr. Nancy Askins and seconded by David Smith to approve and adopt recommended changes to the Ruby Carey Scholarship as discussed at this meeting.
- Approved by all in attendance.
- **Closure of Library on October 25th for Community Event**
 - Recreation Department wants to hold **Trunk or Treat** on Saturday, 10/25/25, which would necessitate closing the Library for staff to work the Halloween themed event.
 - Motion by Peter Pfohl and seconded by Dave Brooks to approve closing YFL that day to the public, but staff would still work the event.
 - Approved by all in attendance.
- **Trustee Donations for Harvest Tea**
 - Karran asked each trustee to consider donating gift basket and/or gift card worth \$50 minimum for the basket raffle at the tea.
 - Items can be dropped off at the Library before 9/30/25, and Sonora offered to deliver all to Chris Schwartz, chairperson of the event.
- **Budget Ideas or Requests for 2026 Fiscal Year**
 - As the Finance Committee will be meeting shortly to work on 2026 budget, any requests or ideas related to budget items should be given to Treasurer David Smith very soon.

UPCOMING EVENTS: *(See Friends of the Youngstown Free Library Report above)*

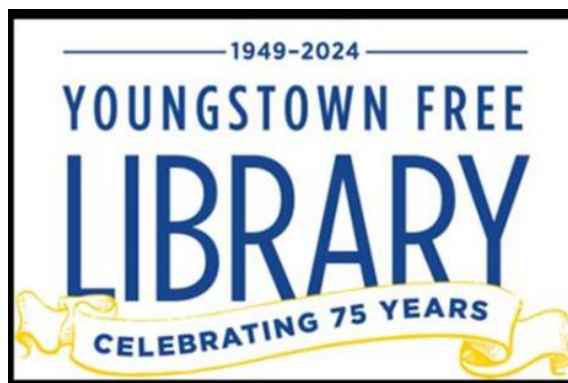
ADJOURNMENT: Moved by David Brooks, seconded by Peter Pfohl, approved by all to adjourn at 8:54 PM.

NEXT MEETING: Monday, October 27, 2025 @ 7:00 PM in the Program Room.

Minutes respectfully submitted,

/s/ Nancy P. Askins

Nancy P. Askins, PhD
Member, YFL Board of Trustees



The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

Youngstown Free Library

September Treasurer's Report

October 27th, 2025

- **Revenues:**

Income for September was \$987.65, including \$77.45 from copier/fax, \$887.05 from gifts, and \$23.15 miscellaneous. There were two major deposits by Maggie Steyn from the Annual Drive which will show in November's Report.

- **Expenses:**

- Expenses ran much as usual with \$8,196.84 in personnel costs, \$217.45 in audio/visual materials, \$572.50 in digital materials (Hoopla), \$362.25 for programming, \$693.42 use of grant funds (playaways or HVAC?), and \$849.00 for subscriptions.

- **Investments:**

- The YFL KeyBank account stands at \$40,849.69 as of 10/25/2025, which should cover expenses throughout the end of year, allow for some additional book purchases, and have funds left to transfer to 2026 funds or to Morgan Stanley for next year. Based on our ask from FOYL we can also set aside more money for 2026's budget.
- The Morgan Stanley account stands at \$192,093.34 as of 9/30/2025. Just a reminder, YFL has two CD's totaling \$40,000.00 maturing at the end of October/beginning of November (10/29/2025 and 11/6/2025) which I will attempt to renew at 4% or best possible interest rate with a longer term as the Federal Reserve is anticipated to lower rates two or three times in 2026. I will be speaking with our Morgan Stanley Rep. later this week to come up with a couple of viable options for the money.
- The YFL account with CFGB stands at 129,067.12 after the yearly dividend reinvestment of \$3,223.00. The treasurer proposes YFL utilizes some of those funds to pay for the Children's Summer Reading Program, other Children's programs (take and make crafts, prizes, etc.) to help reduce yearly budget costs. Doing so fits with the Library's mission statement and uses CFGB in an appropriate way.

- **Summary:**

- YFL is well-positioned to finish the year with either a balanced budget or a small surplus, thanks to the generosity of our many patrons. It should also allow our Director, Sonora, make some long-overdue purchases of new titles to augment the our collection, and even possibly prepare for the worst case scenario of receiving less money from any of the governmental agencies.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library

Profit Loss
September 2025

	TOTAL
Income	
Fines /Copier /Fax	77.45
Gifts	887.05
Miscellaneous	23.15
Total Income	\$987.65
Expenses	
5000 Personnel	0.00
5100 Salaries (Gross)	8,030.97
5400 Ancillary Benefit	403.84
5500 Social Security & Medicare	614.38
5600 SUTA/FUTA	8.33
NY State Disability	138.52
Total 5000 Personnel	9,196.04
Materials & Services	0.00
Audio Visual Materials	217.45
Book Processing & Supplies	0.92
Books	126.95
Copier Leasing & Usage	69.10
Digital Materials	572.50
Internet/Telephone	83.67
Postage	17.19
Programming	362.25
Purchases from Grant Funds	693.42
Subscriptions & Library Mbr Shp	849.00
Total Materials & Services	2,992.45
Miscellaneous Expenditures	0.00
Accounting	270.00
Total Miscellaneous Expenditures	270.00
Operating Expenditures	0.00
ALMS Fee	706.58
Copier Lease & Usage	69.11
Internet/Phone	83.67
Office Supplies	230.18
Total Operating Expenditures	1,089.54
Total Expenses	\$13,548.03
NET OPERATING INCOME	\$-12,560.38
NET INCOME	\$-12,560.38

Youngstown Free Library

Balance Sheet

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Key Bank (First Niagara)	-13,623.49
NYS Legislative Grant	15,668.50
Ruby Carey Restricted	750.00
Total 1000 Key Bank (First Niagara)	2,795.01
Petty Cash	100.00
Total Bank Accounts	\$2,895.01
Other Current Assets	
Morgan Stanley	0.00
Morgan Stanley	191,349.68
Total Morgan Stanley	191,349.68
Total Other Current Assets	\$191,349.68
Total Current Assets	\$194,244.69
Fixed Assets	
Accum. Depr. - Equipment	-19,578.00
Accum. Depr. - Leasehold Improv	-51,384.00
Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	\$24,253.63
TOTAL ASSETS	\$218,498.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,892.39
Total Accounts Payable	\$1,892.39
Other Current Liabilities	
24000 Payroll Liabilities	0.00
24600 Disability	201.87
Total 24000 Payroll Liabilities	201.87
Sales Tax Payable	9.31
Total Other Current Liabilities	\$211.18
Total Current Liabilities	\$2,103.57
Total Liabilities	\$2,103.57

Youngstown Free Library

Balance Sheet

As of September 30, 2025

	TOTAL
Equity	
3900 Retained Earnings	225,634.64
Restricted Funds for Children's	1,905.00
Net Income	-11,144.89
Total Equity	\$216,394.75
TOTAL LIABILITIES AND EQUITY	\$218,498.32

The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.

October 2025 FOYL

Liaison Report

The Friends Board met on October 15th, 2025. I did not attend but will try to provide some of the most pertinent information.

Events and Old Business:

- The Second Annual Youngstown Free Library/Lewiston Service Guild Tea Party (I think that might be the longest event title I've ever seen; I don't know how they thought they could print all of that on the tickets. Maggie Steyn and Jill Mazur represented the Mad Hatters Conclave. The Tea was hugely successful and netted \$2,317.93. Thanks to all who worked, attended, and enjoyed it.
- Ticket sales from the BBQ and Boil-\$532.00
- The FOYL Holiday dinner location has still not been decided, although Ray's remains the first choice. Book Sale is getting close (November 6th to the 8th). Volunteers are always needed.

New Business:

- Christmas in the Village (December 13th) plans are still underway as locations, Village events, etc. have not yet been finalized (especially locations). As far as the Friends are concerned, they will be setting up in the gym and giving away cider and hot chocolate. Volunteers needed.
- Information on FOYL newsletter updated by Michelle W.
- FOYL discussed ways to get more of the local businesses involved with fund raising.

Motion to close occurred. Next FOYL meeting is on November 19th, 2025, at 7pm. As always, all are welcome to attend, bring prospective members.

Submitted,
Dave Smith, FOYL Board Liaison

Trustee Training Information

As you are probably aware, our Trustee Training teleconference session last night was hijacked. Regrettably, many participants were unable to re-connect. We apologize for this and want you to know the incident has been reported to the appropriate authorities.

The next Trustee Training session is Wednesday, October 29th at 6:00 pm. In order to prevent another “zoombombing”, pre-registration will be required. The link previously posted for this event will not work.

Registration Information will be sent out soon.

Trustee Training: Public Library Budgets, Construction, and the ADA

Wednesday, October 29, 2025

6:00 PM to 8:00 PM

Description:

On Wednesday, October 29th, NIOGA presents “Trustee Training: Public Library Budgets, Construction, and the ADA” from 6-8PM, led by NIOGA’s attorney, Stephanie Adams, and her team at the LOSA. As library infrastructure is renovated, it is important to consider requirements in the Americans with Disabilities Act. This session will review important considerations for budgeting, planning and constructing library renovations and new construction compliant with upcoming changes to ADA applications. We will also review simple techniques for promoting a culture of accessibility at your library. Attendees will receive a learning checklist of the sessions key take-aways, and a certificate of attendance.

Registration information will be sent out soon.

Trustee Training conducted by

The Law Office of Stephanie Adams, PLLC