

Regular Board Meeting
Youngstown Free Library Board of Trustees
March 23, 2026 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 Peter Pfohl

Determination of Quorum

Comments from the Public

Minutes of Board Meeting February 23, 2026 Mary Clinch

Reports

President's Remarks	Peter Pfohl
Treasurer's Report	David Smith
Correspondence	Dr. Nancy Askins
Director's Report	Sonora Miller
Friends of the Youngstown Library	Diana Regan

Old Business

- Voting on the updating of Responsibilities of Trustees into the By-Laws (updated copy available in Dropbox for your viewing)
- 2026 Committee Assignment and Meeting of each per calendar year
- Ruby Carey Scholarship
- Nioga Training Sessions
- Library contract with Village update
- Reminder of May Book Sale and Board participation

New Business

- Discussion of letter received from Nioga requesting our consideration of presenting a nominee from YFL for vacancy on Nioga Board of Trustees
- Strategic Plan Committee membership and time line

Upcoming Events

Nioga Training Session Wed. March 25 at 6 PM

Adjournment

Next Meeting-April 27, 2026 at 7PM in Programming Room

Next Meeting

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.



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: February 23, 2026

TIME: 7:00 p.m.

Present: Peter Pfohl, Dave Smith, David Brooks, Elizabeth Brooks, Mary Clinch, Chris Regan, Diana Regan, Director Sonora Miller

Absent: Dr. Nancy Askins (excused)

Call to Order: 7:07 p.m.

Comments from the Public: None

Minutes of Previous Board Meeting

Mary presented the minutes of the January meeting, held on February 2, 2026.

- A motion was made by Mary and seconded by Diana to accept the January (February 2) meeting minutes as presented. The motion passed.
- Mary will change the designation of the minutes from 'Draft' to 'Accepted'. An updated copy will be posted to Dropbox.

President's Remarks: Peter

- Peter shared his thank you to the Board for supporting his appointment as Board President and stated his commitment to fulfilling the mission of the Library to the best of his abilities.
- Peter shared that a card was received from Karran Swayze, previous President of the Library, thanking the Board for their recent gift to her.

Treasurer's Report: Dave Smith

- Approximately \$4,690 in Annual Drive donations has been received since the start of the year.
- The Library's KeyBank account stands at \$27,765.86 after completion of the transfer of \$50,000 to the Morgan Stanley account. This should be sufficient for covering February and March expenses.
- The Morgan Stanley account stands at \$244,641.60 following the KeyBank transfer. As the need arises, funds can be transferred back to KeyBank to cover future expenses.
- After the additional deposit from the Friends of the Youngstown Library (FOYL), the Library's Community Foundation for Greater Buffalo (CFGB) account stands at \$144,553.86. Prior to June of this year, the Board will be presented with the decision to reinvest CFGB dividends or use them for projects.

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.

- The Library should be well-situated, barring unexpected expenses, to have a positive year with continued development of both the core collection and digital services.
- Dave Smith will share additional updates for the month once the accountant has completed her report.

Correspondence Report: Nancy

- No report.

Director's Report: Sonora

- Sonora shared information about three resources important for Trustees to access/use, including the Library's website, the Library and Board's Google Calendars, and Dropbox. Sonora is scheduling two workshops to introduce Trustees to all tools. Peter asked Trustees to RSVP to a workshop if attending.
- Sonora reminded Trustees that formal Director reports are provided and posted for public viewing in odd months of the year; this month's report will be informal.
- The Library's formal Candid Seal of Transparency was renewed.
- Sonora confirmed that the Library was awarded a grant from WNYLARC for a video transfer station. The intent is to move the older magnifier machine upstairs and put the new station in its place. It will be a self-serve station for patrons to transfer older media to electronic files. The Buffalo Central Library has a similar station, but there are not currently any others available in Niagara County.
- Sonora shared she is working on two additional grants, including an operational funds grant from National Grid, and one from the Ralph C. Wilson fund.

FOYL Report: Diana

- The recent Bandana's chili cookoff made \$900, down about \$300 from last year.
- The Friends will be decorating a cart and walking in the upcoming Youngstown St. Patrick's Day Parade on Saturday, March 14 at 12:00 p.m.
- The Spring Book Sale will be May 7-9; the Friends are looking for volunteers (especially to move tables to and from the church, to move boxes, and to take leftover books to The Book Corner).
- The Community Garage Sale will be held again in July (dates TBC, so that they do not conflict with the 10-Mile Garage Sale).
- The Friends are working on options to participate with Old Fort Niagara in their various upcoming events (such as the Fort's 300th celebration and the Niagara County 250th celebration).
- Several fundraising projects are being discussed, including t-shirts and tote bags.
- The annual budget was presented at the meeting.
- Letters for the membership drive are in progress and will be mailed shortly.

Old Business:

- At the January meeting, a discussion was held regarding formalizing Trustee responsibilities into the Library's By-Laws. A draft of proposed duties that was created in 2023 was reviewed, and suggestions made to add additional responsibilities that would reflect the Trustee commitment to the Library's mission and to the community.
 - Sonora created a draft document to show how the applicable section of the By-Laws would appear with the proposed changes, and posted the file to Dropbox.
 - Peter recommended making the following additions:
 - To Article II, Section A: Membership and Terms:

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.

- Trustees must be YFL cardholders, have an active email address, and make a commitment to stay up-to-date with Library correspondence and be an active user of Dropbox.
- To Section C: Duties:
 - Trustees are encouraged to visit the Library frequently, to view ongoing changes being implemented, and to review newsletters and correspondence to stay current with Library updates.
- Sonora will update the document with the proposed additions. Peter asked all Trustees to review the updated proposal prior to the March meeting.
- 2026 Committee Assignments
 - A motion was made by Peter and seconded by Dave Smith to create a Strategic Planning committee. The motion passed.
 - Peter shared that additional members are needed for all committees except the Executive committee. The following appointments were made:
 - Executive committee – Peter, David Brooks, Mary, Dave Smith, Nancy
 - Personnel committee – Chris, Diana, Mary, Sonora
 - Historical committee – David Brooks
 - Scholarship committee – Mary, Peter, Elizabeth
 - Finance committee – Mary, Dave Smith, Sonora
 - Communications and Public Relations – Nancy, Diana, Sonora
 - Nominating committee – Chris, David Brooks
 - Strategic Planning committee – Dave Smith, Diana, Peter, Sonora
 - FOYL liaison - Diana
 - Peter will reach out to Karran to ask if she would be willing to serve as a community member on the Strategic Planning and Scholarship committees.
 - Diana will ask the FOYL for volunteers for the Strategic Planning and Scholarship committees.
- Annual Compliance Forms
 - After tonight's meeting, all Trustees have completed the signing of Trustee Compliance Forms.

New Business:

- Applications are being accepted for the Ruby Carey Scholarship until Friday, April 24.
- Peter shared the content of the current Memorandum of Understanding with the FOYL, which he will sign along with the FOYL President.
- A motion was made by David Brooks and seconded by Dave Smith to authorize Peter to sign the Memorandum on behalf of the Board. The motion passed.
- Chairpersons were selected for most of the committees:
 - Nominating – David Brooks
 - Finance – Dave Smith
 - Personnel – Mary
 - Scholarship – Peter
 - Communications and Public Relations – Nancy
- Upcoming events:

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- NIOGA Spring Continuing Education Sessions – Wed March 18 – 6 p.m.; Wed Mar 25 – 6 p.m.

Adjournment

- A motion to adjourn the meeting was made at 8:30 p.m. by David Brooks and seconded by Chris. The motion passed.

The next meeting of the Board will be held on March 23, 2026, at 7:00p.m.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

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Youngstown Free Library

February 2026 Treasurer's Report

March 23rd, 2026

The year is progressing rapidly with major events coming up soon. The FOYL have their May book sale to prepare for, and it is getting close to the time to choose and award the 2026 Ruby Carey Scholarship to this year's winner. With some good luck and planning, we will be financially ready.

- **Revenues:**

- Revenues for 2026 are \$97,007.32. Major additions are \$72,100 in January from the Town of Porter, Gifts \$14,287.25 (\$805.22 in Feb.), \$4,095.63 Morgan Stanley interest (\$174.83 in Feb.), \$6,325 from the annual drive, and fines/copier/fax \$1763.79 (\$65.65 in Feb.). The amounts we are still taking in for copier/fax are great; it hasn't seemed to reduce revenues by eliminating fines.

- **Expenses:**

- Expenses were much in line for February and January. Personnel-\$18,662.56 (Feb. \$7,417.88). Materials and services-\$3,197.30 (\$1,225.96 in Feb.), Misc. expenses-\$560.00 (\$280 for Feb.), and \$1,690.88 for operating expenses (\$638.49 for Feb.). Total expenses was \$24,110.74 (\$10,587.67 for Feb.).

- **Investments:**

- The YFL KeyBank account stands at \$32,083.02 as of 3/20/2026, sufficient for March, April, and the beginning of May.
- The Morgan Stanley Account Stands at \$244,711.47 as of 2/28/2026. \$130,000 of this recently became available for reinvestment from two maturing CD's. I am attempting, now that the Fed. has decided the interest rates as they now are, to obtain either two CD's for about 3.5 to 3.75% interest for at least six months, or three CD's (\$40,000, \$40,000 and \$50,000) for similar rates for various longer maturity dates.
- YFL's CFGB account stands at \$146,468.27 as of 3/20/2026. We have \$3,848 available as a spender's balance (money we can provide for grants).

- **Summary:**

- YFL should be well-situated, barring unexpected expenses, to have a positive year with continued development of both our core collection and digital services.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library

Balance Sheet

As of January 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Key Bank (First Niagara)	70,621.57
NYS Legislative Grant	14,260.09
Ruby Carey Restricted	750.00
Total 1000 Key Bank (First Niagara)	85,631.66
Petty Cash	100.00
Total Bank Accounts	\$85,731.66
Other Current Assets	
Morgan Stanley	0.00
Morgan Stanley	194,430.79
Total Morgan Stanley	194,430.79
Total Other Current Assets	\$194,430.79
Total Current Assets	\$280,162.45
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	\$304,416.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,320.21
Total Accounts Payable	\$1,320.21
Credit Cards	
KeyBank Mastercard	434.99
Total Credit Cards	\$434.99
Other Current Liabilities	
24000 Payroll Liabilities	0.00
24600 Disability	378.51
Total 24000 Payroll Liabilities	378.51
Sales Tax Payable	14.62
Total Other Current Liabilities	\$393.13
Total Current Liabilities	\$2,148.33
Total Liabilities	\$2,148.33

Youngstown Free Library

Balance Sheet

As of January 31, 2026

	TOTAL
Equity	
3900 Retained Earnings	221,337.69
Restricted Funds for Children's	1,905.00
Net Income	79,025.06
Total Equity	\$302,267.75
TOTAL LIABILITIES AND EQUITY	\$304,416.98

Profit and Loss Comparison

Youngstown Free Library

February 1-28, 2026

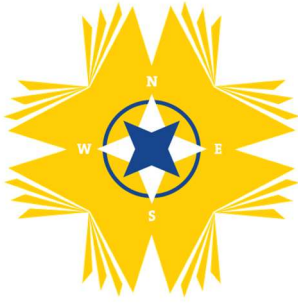
DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
Income		
Fines /Copier /Fax	65.65	173.79
Gifts	805.22	14,287.25
Interest - Morgan Stanley		
Morgan Stanley Interest	174.83	4,095.63
Total for Interest - Morgan Stanley	\$174.83	\$4,095.63
Miscellaneous	6.48	25.65
Annual Drive		6,325.00
Town of Porter		72,100.00
Total for Income	\$1,052.18	\$97,007.32
Cost of Goods Sold		
Gross Profit	\$1,052.18	\$97,007.32
Expenses		
5000 Personnel		
5100 Salaries (Gross)	7,417.88	14,480.28
5400 Ancillary Benefit	423.08	839.26
5500 Social Security & Medicare	567.47	1,107.74
5600 SUTA/FUTA	34.79	1,640.28
Worker's Compensation		595.00
Total for 5000 Personnel	\$8,443.22	\$18,662.56
Materials & Services		
Audio Visual Materials	377.90	664.59
Books	9.98	442.38
Copier Leasing & Usage	119.70	195.36
Digital Materials	599.12	1,236.31
Internet/Telephone	69.45	140.48
Postage	20.97	25.97
Programming	34.37	34.37
Purchases from Grant Funds	69.97	69.97
Subscriptions & Library Mbr Shp	-75.50	-45.51
Book Processing & Supplies		28.38
Computer Software		405.00
Total for Materials & Services	\$1,225.96	\$3,197.30
Miscellaneous Expenditures		
Accounting	280.00	560.00
Total for Miscellaneous Expenditures	\$280.00	\$560.00
Operating Expenditures		
ALMS Fee	187.00	914.00
Copier Lease & Usage	119.71	195.38
Housekeeping	25.19	25.19
Insurance	-595.00	-595.00
Internet/Phone	69.45	140.47
Maintenance - Repairs	320.01	320.01

Profit and Loss Comparison

Youngstown Free Library

February 1-28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
Office Supplies	512.13	690.83
Total for Operating Expenditures	\$638.49	\$1,690.88
Total for Expenses	\$10,587.67	\$24,110.74
Net Operating Income	-\$9,535.49	\$72,896.58
Other Income		
Change in Fair Market Value	105.85	-3,301.16
Total for Other Income	\$105.85	-\$3,301.16
Other Expenses		
Net Other Income	\$105.85	-\$3,301.16
Net Income	-\$9,429.64	\$69,595.42



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
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Director's Report

March 2026

BUDGET

After carefully analyzing the 2025 profit and loss statements from our accountant, I have put together an updated final budget for last year. There was some confusion between some of the annual fund drive donations and gift donations; in reality, the fund drive raised more than was budgeted. The other correction involved expenses spent from the legislative grant monies (restricted to capital expenses, so this was used for three patron computers, staff receipt printer, and shopping baskets in FY2025) that was included in the budget, but that restricted revenue was not included in the budget to balance the two. With the corrections, the Library finalized a 2025 revenue of \$171,198 and expenses of \$171,502; this means that there was an overspending of \$304 for FY2025. I am pleased with this.

CIRCULATION

Month	Physical Checkouts	Digital Checkouts	Inter-Library Loans
January	1,575	423	346
February	1,528	403	256

As you can see, digital checkouts are now accounting for approximately 20% of our checkouts.

COLLECTION

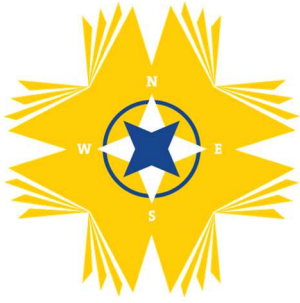
In January and February, staff added 113 books, audiobooks, and movies to the physical collection. In those same two months, staff added 82 magazines to the physical collection.

NIOGA

This month, two librarians in leadership positions at the Nioga office have announced their upcoming retirements. Tom Bindeman has been the executive director of Nioga for at least 25 years. Lisa Erickson has been its systems and data coordinator for nearly 20 years.

PATRONS

In January and February combined, staff signed up 9 new library cards and 53 library card renewals. We finished February with a total of 1,614 active patron cards.



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PROGRAMS & OUTREACH PROGRAMS

Afternoon Book Club

- On February 17th, we discussed *Wayward Girls* by Susan Wiggs.
- On March 17th, we discussed *A Marriage at Sea* by Sophie Elmhirst.
- On April 21st, we'll be discussing *The Last Chance Library* by Freya Sampson.

Evening Book Club

- On February 11th, we discussed *Heart the Lover* by Lily King.
- On March 11th, we discussed *So Far Gone* by Jess Walter.
- On April 8th, we'll be discussing *One-in-a-Million Boy* by Monica Wood.

Non-Fiction Book Club

- On February 23rd, we discussed *Abundance* by Ezra Klein.
- On April 27th, we'll be discussing *Co-Intelligence: living and working with AI* by Ethan Mollick.

Tech Help with Sonora and Adam

- I continue the monthly tech help program at the Lewiston Senior Center, which assists 6 patrons in half-hour individual appointments.

Town of Porter Story Hour

- I continue to run 2 morning storytimes for ages 2-5 every week when school is in session.

Make & Take Craft Kits

- On February 9th, Nadine made 20 Valentine-themed craft kits for distribution.
- On April 6th, we will be distributing 20 spring-themed craft kits.

Library Lock-In for *Escape from Mr. Lemoncello's Library*

- On March 13th, I led a lock-in last Friday for 12 1st-4th grade readers. This event involved hundreds of puzzles, clues, and trivia the attendees needed to solve in order to "escape" from the library.

One District, One Book community reading video

- I read aloud the final two chapters of the book, and the video was released on March 16th: <https://clipwise.com/watch/2ff14d91-1256-4854-8cbd-8c8c4b3b6b93>

One District, One Book Family Literacy Night

- On March 20th, I represented the Youngstown Free Library at Family Literacy Night, where over 600 people celebrate the end of the community reading of *Escape from Mr. Lemoncello's Library*.

PUBLICITY UPDATES

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

Facebook: 1,636 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 825 followers: <https://www.instagram.com/youngstownfreelibrary>

Respectfully submitted,

Sonora R. Miller
Library Director

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
passed unanimously on November 23, 2025

<u>REVENUE</u>	2025 Budget	2025 Totals	2026 Budget	
TOWN OF PORTER	\$72,100	\$72,100	\$72,100	
NIAGARA COUNTY	\$6,950	\$8,320	\$8,320	
VILLAGE OF YOUNGSTOWN	\$1,000	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,525	\$1,500	
FRIENDS OF THE LIBRARY	\$22,043	\$31,590	\$31,000	
FINES/ COPIER/ FAX	\$1,200	\$1,394	\$1,200	
INTEREST	\$6,500	\$8,835	\$7,680	
CFGB DISTRIBUTION	\$0	\$3,223	\$3,223	Community Foundation for Greater Buffalo distribution
CFGB GRANT	\$0	\$0	\$4,105	to be drawn in fall 2026 *if needed*
LEGISLATIVE INITIATIVE	\$17,557	\$3,183	\$0	to be used for capital hardware expenses
GIFTS	\$7,000	\$6,294	\$7,500	
ANNUAL DRIVE	\$29,000	\$30,202	\$29,000	
MISCELLANEOUS	\$250	\$203	\$250	
GRANT FUNDS	\$5,500	\$2,580	\$5,000	Irene Myers and Nioga grants
OTHER INCOME	\$750	\$750	\$750	Ruby Carey scholarship
TOTAL REVENUE	\$171,110	\$171,198	\$172,628	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
passed unanimously on November 23, 2025

EXPENDITURE	2025 Budget	2025 Totals	2026 Budget	Notes
PERSONNEL				
SALARIES (GROSS)	\$97,700	\$95,012	\$100,633	
HEALTH BENEFIT	\$5,250	\$5,245	\$5,500	
SOCIAL SECURITY & MEDICARE	\$7,815	\$7,307	\$8,050	calculated at 8% gross salaries
CONTINUING EDUCATION & NETWORKING MEMBERSHIPS	\$200		\$125	
NEW YORK STATE DISABILITY /SUTA FUTA	\$2,550	\$208	\$1,600	calculated at 2.6% gross salaries
WORKER'S COMPENSATION	\$200	\$1,358	\$1,000	
SALARIES (Christmas bonus)	\$500	\$500	\$500	
TOTAL PERSONNEL	\$114,215	\$109,631	\$117,408	
LIBRARY MATERIALS	2025 Budget	2025 Totals	2026 Budget	
DIGITAL MATERIALS	\$10,500	\$10,523	\$10,500	
A/V MATERIALS	\$3,500	\$2,315	\$3,000	
BOOKS	\$7,250	\$6,692	\$7,250	
SOFTWARE	\$450	\$859	\$500	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,500	\$5,796	\$4,000	all patron periodicals and newspapers
BOOK PROCESSING & SUPPLIES	\$2,000	\$893	\$1,200	
PROGRAMMING	\$3,750	\$4,969	\$4,500	
PUBLICITY & PROMOTION	\$100	\$490	\$150	
COPIER LEASE & USAGE	\$1,000	\$1,025	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$60	\$1,160	\$75	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET & PHONE	\$550	\$955	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL LIBRARY MATERIALS	\$33,660	\$35,677	\$32,725	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
passed unanimously on November 23, 2025

OPERATING EXPENDITURE	2025 Budget	2025 Totals	2026 Budget	
ALMS FEE	\$8,479	\$8,479	\$8,724	
OFFICE SUPPLIES	\$2,000	\$1,812	\$1,900	
HOUSEKEEPING	\$100	\$74	\$80	
INSURANCE	\$5,030	\$4,732	\$5,030	
RENT	\$1	\$1	\$1	
MAINTENANCE (SPACE)	\$500	\$1,103	\$500	
COPIER LEASE & USAGE	\$1,000	\$1,025	\$1,000	pro-rate at 50% between services (for programming, etc.) & operating
POSTAGE	\$60	\$1,092	\$75	pro-rate at 50% between services (for programming, etc.) & operating
INTERNET/PHONE	\$550	\$414	\$550	pro-rate at 50% between services (for programming, etc.) & operating
TOTAL OPERATING EXPENDITURE	\$17,720	\$18,733	\$17,860	
CAPITAL EXPENDITURE	2025 Budget	2025 Totals	2026 Budget	
TECHNOLOGY	\$1,000	\$3,091	\$0	
OTHER - SPACE etc	\$0	\$92	\$0	
TOTAL CAPITAL EXPENDITURES	\$1,000	\$3,183	\$0	

YOUNGSTOWN FREE LIBRARY BUDGET FOR 2026
 passed unanimously on November 23, 2025

MISCELLANEOUS	2025 Budget	2025 Totals	2026 Budget	
ACCOUNTING & PAYROLL SERVICES:	\$3,765	\$3,675	\$3,885	Bundled all Financial Services including Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING				\$280 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS				
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.				to include ACH fees of \$3.50 * 26 etc.
990 PREPARATION & DEPRECIATION				400
W-2 PREPARATION				
1099 PREPARATION				\$30 + \$4 per recipient
INVESTMENT & ADVISORY FEES	\$0	-\$146	\$0	
PROFESSIONAL SERVICES - AUDIT etc	\$0		\$0	
PROFESSIONAL SERVICES - LEGAL etc	\$0		\$0	
MISCELLANEOUS Foundation/Scholarship	\$750	\$750	\$750	Foundation/Scholarship
TOTAL MISCELLANEOUS	\$4,515	\$4,278	\$4,635	
TOTAL OF PERSONNEL, LIBRARY MATERIALS, OPERATING, CAPITAL, & MISC. EXPENDITURES	\$171,110	\$171,502	\$172,628	
TOTAL EXPENDITURES	\$171,110	\$171,502	\$172,628	
Net Loss or Gain	\$0	-\$304	\$0	



Youngstown Free Library

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Constitution & Bylaws

The Youngstown Free Library is governed by a Board of Trustees who are responsible to the Youngstown Free Library Association. The Association is described in its Constitution.

This document includes changes and additions that have not yet been approved by the Library Board. These proposed changes are highlighted in yellow. -SRM

CONSTITUTION OF THE YOUNGSTOWN FREE LIBRARY ASSOCIATION

ARTICLE I: Title

This organization shall be known as the Youngstown Free Library Association (Association).

ARTICLE II: Purpose

The objective of this Association is to support the Youngstown Free Library (Library), to recommend to the Board of Trustees (Board) changes in Library policies and operations, to assist in maintaining the Library services and facilities, and to elect members of the Board of Trustees.

ARTICLE III: Membership

A. All residents of the town of Porter who have a Youngstown, NY 14174 mailing address and whose borrowing privileges are in good standing in the Library are members of this Association. Members in good standing are those borrowers whose privileges have not been revoked.

B. All Board members must be members of the Association.

C. There are no annual dues, fees or assessments associated with membership in the Association.

ARTICLE IV: Annual Meeting

A. Annual Meeting of the Association will be held prior to the first regular meeting of the Board each year.

Constitution & Bylaws

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	October 22, 2018
Amended on:	May 23, 2022, June 23, 2025



Youngstown Free Library

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B. Annual meeting will be publicized and open to the public. Association members may participate in the meeting.

C. Board will provide leadership to the Association, notify members of meetings and identify items requiring Association participation and consideration.

D. The Board Trustees will be elected at the Annual meeting from the Association members. A slate of trustee nominations for the open positions will be proposed by the Board Nominating Committee. Additional nominations may be offered by the memberships at large.

BY-LAWS OF THE BOARD OF TRUSTEES

These Bylaws are intended to govern the Board of Trustees (Board) of the Youngstown Free Library (Library). The Board will assure that the Library is well managed and in a manner that is consistent with the governing state laws and with the policies that the Board has established. It will also adhere to these Bylaws and direct its actions toward the achievement of the Library's mission and goals.

Article I. The Organization

A. The name of the organization shall be the Youngstown Free Library.

B. The purpose of the organization is to provide superior library service to the residents, adults and children of the residents of the communities of the Village of Youngstown and the Town of Porter.

C. The fiscal year of the library shall be January 1-December 31.

Article II. Board of Trustees

A. Membership and Terms

1. The Library shall be governed by a Board of Trustees. The Board shall consist of five to twenty-five trustees who will be elected at the Annual Meeting of the Youngstown Free Library Association.

2. The term of office for an elected trustee will be three years and the election will be arranged so that all terms do not expire during the same year.

Constitution & Bylaws

Adopted by:	Youngstown Free Library Board of Trustees
Adopted on:	October 22, 2018
Amended on:	May 23, 2022, June 23, 2025



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
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3. Trustees will be limited to three successive three-year terms. An individual may be reelected to the Board after an absence of one year.

4. A vacancy occurring on the Board, other than by expiration of the term of office, will be filled as soon as possible by election by the Board for the remainder of the term of that particular position.

5. All Board members must be members of the Association (refer to the Association Constitution for details of membership), **Youngstown Free Library cardholders in good standing, have an active email address, and make a commitment to stay up-to-date with Library email correspondence and files in Dropbox.**

6. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.

7. All actions of the Board are as a unit. No Board member shall act on behalf of the Board on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

B. Officers

1. The Board will elect annually the following officers: a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

2. Officers will be elected at the first regular meeting of the year by a majority vote of the members present. This meeting is held in January.

3. The duties of such officers shall be as follows:

a. The **President** shall preside at all meetings of the Board, authorize any special meetings, appoint all committee members, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

b. The **Vice-President**, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President.

c. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members as the Board may designate.

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d. The **Recording Secretary** shall keep a true and accurate record of all meetings and shall perform other duties as are generally associated with that office.

e. The **Corresponding Secretary** shall keep a true and accurate record of correspondence sent and received in the name of the Library and shall perform other duties as are generally associated with that office.

C. Duties

The NYS Handbook for Library Trustees c. 2023 lists as follows the Duties of the Trustees:

1. Create and develop the mission of the library and be prepared to articulate it clearly and concisely;
2. Regularly plan and evaluate the library's service programs based on community needs;
3. Select, hire, and regularly evaluate a qualified library director;
4. Secure adequate, sustainable funding for the library's service program;
5. Exercise fiduciary responsibility for the use of public and private funds;
6. Adopt and regularly review policies and rules regarding library governance and use and defend them when challenged;
7. Maintain a facility that meets the library's and community's needs;
8. Promote the library in the local community and in society in general;
9. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations, the ALA Core Values, and with respect for the institution, staff, and public.

Locally specified duties dictate that the primary duty and responsibility of a trustee of the Youngstown Free Library is to guide the Director and make decisions that will allow the Library to fulfill our mission statement, which is: ***Be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages.***

To accomplish this, a trustee will be called upon to:

10. Become familiar with NYS Education Department and American Library Association requirements (with guidance from the Director) for the proper operation of an Association library.

11. Attend monthly board meetings (ten each year, a trustee must attend a minimum of seven).

12. Be assigned to at least two committees and attend those committee meetings whenever possible. A trustee can expect to be asked to chair a committee.

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13. Attend and participate in Library and Friends of the Library events to help raise public awareness of the Library.

14. Set policies (aided by the Director) based upon NYS requirements for effective operation of the Library, determine operating hours, approve employee hiring, and vote on appeals to library content.

15. Vote on annual budgets based on information provided by the Finance Committee and Library Director.

16. Visit the Library frequently, stay updated with changes being implemented, and review newsletters and correspondence to stay current with Library updates.

Article III. Meetings

A. Regular Meetings

1. All regular meetings, together with the Annual Meeting of the Youngstown Free Library Association (see Constitution) as well as any committee meeting, which may, by virtue of the number of Board members appointed to that committee constitute a majority of Board members, are subject to the NYS Open Meetings law. (opengovernment.ny.gov)

2. The Board will hold no fewer than eight regular meetings each year; the dates and times will be established at the first meeting of the year.

3. The President will provide an agenda prior to all regular meetings. The Recording Secretary shall provide minutes of the previous meeting. The Treasurer shall provide a bimonthly financial report. The Library Director shall provide a bimonthly report on the operation of the Library. These documents shall constitute the 'Board Packet' and shall be made available to the Board members and the general public twenty-four hours prior to each meeting.

4. The quorum shall be one more than 50% of the current Board Membership. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.

5. Motions may be passed by a simple majority of those Board members present. Voting by proxy is not permitted.

6. In the case of a time-critical issue, the Board may vote by an email. First, every member of the Board must respond to the call for a vote, in writing (by email) – so the

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President will have to ensure all members have responded to the email request. Second, the vote must be unanimous (less any legitimate recusals or abstentions, such as for conflict of interest), allowing the Board President to declare the motion passed by unanimous written consent. Finally, the Board should affirm the email vote at the next meeting so it is recorded in the minutes.

7. Each Trustee shall have one vote, irrespective of office held.

8. A Trustee must be present either in person or via technology to have his/her vote counted.

9. Attendance at Board meetings is important for the overall effectiveness of the governance of the Library. Any trustee with three unexcused absences from scheduled Board meetings in a twelve-month period: shall be deemed to have resigned. An excused absence is one where the President has been notified in advance.

10. All procedures and practices not listed above shall be in accord with Robert's Rules of Order.

B. Special Meetings

Special meetings of the Board may be called by the President or upon written request submitted to the President by three trustees. All Board members will be notified of special meetings in sufficient time to ensure maximum attendance and will be informed to the reason for the meeting. No business may be transacted at such a special meeting except the stated business.

C. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.

1. Call to Order by the President
2. Determination of a quorum and Remarks by the President (if desired)
3. Period for public comment
4. Approval of prior Meeting Minutes
5. Treasurer's Bimonthly Report
6. Director's Bimonthly Report
7. Committee Reports as available

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8. Old Business
9. New Business
10. Other Business
11. Reminder of next Board meeting
12. Adjournment

Article IV. Committees

- A. The Following will be standing committees: **Executive, Nominating, Finance, Personnel, Sustainability, Scholarship and Grants**. Ad hoc committees may be created with the approval of the Board.
- B. Non-Board members may be appointed to committees to add special expertise on issues dealt with by the committee.
- C. All committee actions will be subject to approval by the Board of Trustees.

Article V. Library Director

- A. The Board shall appoint a Director who shall be the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board.
- B. The Library Director shall submit to the Board bimonthly reports on the operation of the Library.
- C. The Library Director may speak on all matters under discussion at Board meetings; but will not have the right to vote thereon.

Article VI. Accountant.

The Board will employ an independent party under contract to provide accounting services to the Library.

Article VII. Library Bill of Rights

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The Board subscribes to the American Library Association's Library Bill of Rights, as cited in the Library Policies Manual. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

E. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

G. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;

February 2, 1961; June 27, 1967 January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; added confidentiality in library use, January 29, 2019.

Article VIII. Legal Obligations

A. Notwithstanding any other provisions of these articles, the Youngstown Free library is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) or corresponding provisions of any subsequent law.

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B. No part of the net earnings of the Youngstown Free Library shall inure to the benefits of any member, trustee, director, officer of the organization or any other private individual (except that reasonable compensation may be made for services rendered to or for the Youngstown Free Library), and no member, trustee, or officer of the Youngstown Free Library or any other private individual shall be entitled to share in the distribution of any of the Youngstown Free Library's assets on the dissolution of the Library.

C. In the event of the Library's dissolution all of the remaining assets and property of the Youngstown Free Library shall, after payment of all necessary expenses thereof, be distributed to libraries that qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local governments for a public purpose, subject to the approval of Justice of the Supreme Court of the State of New York.

D. No substantial part of the activities of the Youngstown Free Library shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distributions of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

In any year in which the Youngstown Free Library is a private foundation as described in Section 509(a), the organization shall distribute its income for said period in such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941(d) retain an excess business holdings as to subject the organization to tax under section 4944, or (b) make any taxable expenditures as defined in IRC 4945 or corresponding provisions of any subsequent Federal tax laws.

Article IX. Bylaws

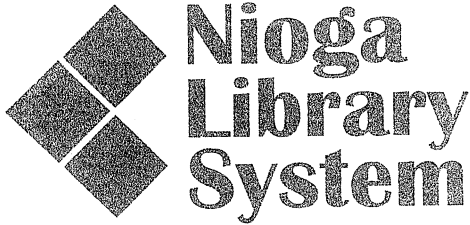
A. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all members at least 10 days prior to the voting session. A simple majority of the whole Board shall be sufficient for adoption of an amendment.

B. These Bylaws will be reviewed and up-dated as necessary, or at least every five years.

C. A copy of these Bylaws will be maintained in the Library, in the Library Policy Manual, and on the Library website.

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February 26, 2026

Peter Pfohl
Youngstown Free Library
240 Lockport St.
Youngstown, NY 14174

Dear Mr. Pfohl:

I would appreciate it if you would inform the Youngstown Free Library Board of Trustees of the matter discussed in this letter.

There will be two vacancies on the Nioga Board of Trustees this year. One of the vacancies is for the At Large position. The candidate for the At-Large position must reside within the chartered service area of the Nioga Library System (Niagara, Orleans and Genesee counties).

Article III, section 2 of the Nioga By-laws state: "Membership on the Board of Trustees shall consist of one (1) resident from each city having a library participating in the System; two (2) residents from the three (3) counties within the geographical limits of the System with at least one (1) of these two (2) residing outside of any city having a library participating in the System; and one (1) resident of the geographical area of the System who shall be elected at large."

We would appreciate it if the Trustees of the Youngstown Free Library would consider nominating a candidate to fill this seat. Please keep in mind the following eligibility requirements as stated in the Nioga Library System Bylaws:

A candidate may not be elected, nor shall a trustee continue to hold office if the individual is or becomes:

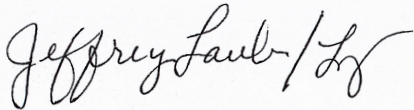
- a) A non-resident of the area which he/she represents
- b) An employee of the System, or a spouse, sibling, parent or child of such employee
- c) An employee of a member library of the System
- d) A trustee of a participating library during a period when another trustee of the same library shall be serving as a trustee of the System
- e) An elected salaried official of any municipal corporation.

Election of trustees to the Nioga Board will take place during the annual meeting in May 2026.

A nomination form and sample resolution is enclosed. These documents need to be returned to Laura Jeffery at the Nioga Library System no later than April 1st.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in cursive script that reads "Jeffrey Laub" followed by a stylized flourish.

Jeffrey Laub, Chair
Nominating Committee
Board of Trustees
Nioga Library System

cc: Sonora Miller

enc: Nomination Form
Sample Resolution Document

**NIOGA BOARD OF TRUSTEES
NOMINATION FORM**

AT LARGE

Candidate's Name: _____

Home e-mail address: _____

Occupation: _____

Current interest in Public Libraries and the Nioga Library System:

Statement of why the candidate wishes to serve on the Nioga Board of Trustees:

Date: _____ **Candidate's Signature:** _____

SAMPLE RESOLUTION LETTER

Library Letterhead

Resolution to nominate a candidate for trustee of the Nioga Library System

Whereas, the trustees of the (name of Library) in (name of town, village, or city), a participating library in the Nioga Library system, desire to nominate a candidate to fill the vacancy on the Board of Trustees of the Nioga Library System, and

Whereas, the Nioga Board of Trustees has requested that such nomination be made by resolution of the nominating Board of Trustees:

Now, therefore, be it resolved that the Board of Trustees of the (name of library, name of town, village or city) hereby nominate (name of candidate, address of candidate) as a candidate to the Board of Trustees of the Nioga Library System, and

Be it further resolved that his resolution be attached to and made part of the minutes of the regular meeting of the Board of Trustees of the (name of library) held on this date.

Date: _____

President, Board of Trustees