

**YOUNGSTOWN FREE LIBRARY**  
**69<sup>th</sup> ANNUAL ASSOCIATION MEETING**  
**2019**

**Date: January 28, 2019      Time: 6:30 pm**

**Present:** Rita Rolfe, Maggie Steyn, Mary Wieland, Karran Swayze, Heather Crumlish, Paul Inskeep, Claudia Andres, Jerome Andres, Barbara Costello, Kevin Cassick, Lauren Morse, Sean Scaribrick, Sonora Miller; Library Director & Jan Howard (President of the Friends)

**Guest:** Raleigh Reynolds, Mayor Village of Youngstown

**Call to Order:** By Rita Rolfe at 6:36 pm

**Nomination of President and Secretary Pro-Tem:** Rita Rolfe was elected President & Paul Inskeep was elected as Recording Secretary Pro-Tem. Motion/Second: Heather Crumlish/ Karren Swayze. Motion carried.

**Minutes:** The minutes of the 68<sup>th</sup> Annual meeting of January 22, 2018 were accepted as read and filed.

**Election of New Board of Trustees:** Heather Crumlish presented the following slate of nominees for the board of Trustees:

Lauren Morse..... Board of Trustees first 3-year term 2019-2022

Sean Scaribrick.... Board of Trustees first 3-year term 2019-2022

Paul Inskeep.....Renewal third term 2019-2022

Rita Rolfe.....Renewal third term 2019-2022

There being no further nominations from the floor, the nominations are closed and the Secretary Pro-Tem cast one vote for the slate of nominees as presented. Motion/Second: Mary Wieland/ Heather Crumlish. Motion carried. The board welcomed the new trustees.

**Annuals Reports:**

**Library Director's Report-Sonora Miller:** Sonora reported that many large long-term projects were started in 2018 and will continue into 2019. One of many highlights of the year was YFL achieved a 16% increase in circulation over 2017. The average for the libraries in the NIOGA system was 20% decrease in circulation, only 3 of the 22 libraries of NIOGA had an increase, we were NUMBER 1! Programs doubled and attendance nearly doubled to match it. Improvements were made to the storage area with the removal of the sink & toilet, that had not been used for years. The foyer had an upgrade with white boards, cabinetry and a custom door at the staff entrance, all of which increases efficiency and lets the public know about our programs. New adjustable tables have been added to the program room allowing patrons of all ages to enjoy. These along with a new rug were purchased by the Friends of the Library. Sonora continues her involvement with the community from schools to the Sr. center. The board is most pleased with all of the programs, circulation increase and the accomplishments that Sonora has achieved in 2018, as Rita summed it up, "the numbers are staggering"! The report was accepted & filed. There are many, many more accomplishments made this past year which are detailed in "**The Director's 2018 Annual Report**"

**Financial Report-Maggie Steyn:** Maggie reported that at the beginning of 2018 we had projected a \$42,000 deficit budget. However due to cutting some programs, Sonora's conservative purchasing and the annual fund drive exceeding our expectation, our final bottom line for 2018 was \$8,333 deficit. Quite an accomplishment! Also, we gratefully thank the Friends for supplementing our budget with over \$9,500 by purchasing many

additional items needed for the Library. The Finance committee met several times and rewrote the Financial policy, Records Retention policy and Whistleblower policy all of which were adopted at our October 22<sup>nd</sup> meeting. Maggie concluded by saying if we continue to operate year after year in deficit mode, we will deplete our Operating Reserve unless we can find alternate funding sources. Rita thanked Maggie for her detailed report and all her hard work through the year. The report was accepted & filed. For more detailed information: **See Annual Financial & Investment Reports Dated January 28, 2018.**

**Library Board President's Report-Rita Rolfe:** Rita thanked the board for a very productive year, with all the much-needed policies that were written, was a major accomplishment. We were honored to have 3 new board members in 2018, bringing their talents to the team, all involved on various committees. We adopted a mission statement and our 5 goals for the year: Sustainability, Responsiveness to the Community, Transparency, Communication & Partnership/Collaboration. A Space committee was formed which sent out RFQ's for internal redesign. Because of our fiscal concerns and lack of long-term commitment from the Village of Youngstown Trustees, the space planning was put on hold. Our Director created a 5-year spending projection, which showed that in 2019 and future budgets that our contingency fund will be spent down. Our serious and sad conclusion is without changing the way the Library is funded, the long-term existence of the Library is in jeopardy. We are presently in negotiation with the Village for a new contract which will give us a 10-year commitment for space. Without this commitment we will not be considered for NYS grants for building and expansion. The village in the past always gave the Library \$2,000 toward their budget, however the Library only received \$1,000 in 2018. We do receive free rent and utilities from the village. The Town of Porter on the other hand understood our fiscal issues and awarded us with a 2% increase. We are most grateful for their understanding and support. The most important accomplishment continues to be the growth and vitality of our Library under the leadership of our Director, Sonora Miller. The Library is flourishing with fresh ideas, plans and programs under her guidance, which has made the Library a most important part of our community. Rita concluded saying the Trustee's number one goal for 2019 will be "Sustainable Funding" She then heartfully thanked the Board, the Director and her staff, all the volunteers who all helped make the Library a wonderful service to the community. A special thanks to the hard-working Friends of the Library for their outstanding support. Also, the Town of Porter, the Village of Youngstown, State Senator Robert Ort, NC Legislature and the staff of NIOGA for their continued support. Last but not least, to all the patrons who support, love and utilize our community treasure. Rita's report was accepted and filed. **See Annual President's Report dated January 28, 2018 for more detail.**

**Friends of the Library President's Report-Jan Howard:** Jan stated that that she is humbled and proud to work with a board with so much energy and enthusiasm. The Friend' board now consists of 15 members. There are now 301 dues paying members, plus 36 who have donated \$50 or more to the fund drive which makes them members of the Friends. The Friends ran or were involved in 12 fundraisers last year and gave numerous gifts to the Library, totaling over \$9,500! Quite outstanding. In addition, they matched the Library with a \$750 gift for the Ruby Carey Scholarship, awarding Natalie Smith \$1,500 toward college. The Friends nominated Joan Gillespie, past Trustee and Friend's President, to receive the Mary Andrus Outstanding Service Award for 2018. She thanked everyone for their assistance in the fund raisers and events over the past year and looks forward to the on-going support, communications and collaboration. She concluded with a review of many of the fund-raising programs coming up in 2019. Jan's report was accepted and filed. **See Annual Friend's President Report 2018.**

**New Business:**

**Pre-approved payment**-Motion made to: “Prde-approve payment of the following schedule of recurring expense commitments for the 2019 fiscal year, so that they may be paid as they become due, without further approval from the Board:

**The schedule comprises:**

- All personnel expenses relating to salaries, wage and other wage-related compensations.
- All expenses relating to accounts, payroll preparation and payroll tax payment.
- Internet and phone.
- Alms fees.
- Housekeeping.
- Postage.

Motion/Second: Maggie Steyn/Paul Inskeep. Motion carried.

**Adjournment:** 7:22 Motion/Second Maggie Steyn/Karren Swayze. Motion carried.

Respectfully Submitted: Paul Inskeep, Recording Secretary Pro-Tem  
Board of Trustees, Youngstown Free Library

## **Director's Report**

**Annual 2018**

This was a year of process. Many large long-term projects were begun, but they will continue into 2019. One of the library's main goals was achieved in spades: increased circulation and programming! Overall, the Library increased its circulation by 16% over 2017. Programs doubled and attendance nearly doubled to match it!

### ***Building and Grounds***

Sonitrol inspected our security camera set-up to maintain security within the Library. National Grid installed LED lighting in all the Library spaces. These are long-term upgrades with a focus on sustainability.

The Village removed the toilet and sink in the Library's storage room in December. This will allow room for materials for our increasing number of programs, our parade and StoryWalk signage, summer reading prizes for children, and space for our bookcarts when they are not in use.

The foyer of the Library has seen great changes to its space, thanks to volunteers' hard work and to funding from the Friends of the Library. Bob and Chris Schemel built two custom-made magnetic whiteboards on either wall of the foyer. These have revolutionized how we advertise our programs and they brighten the space. Volunteer Philip Miller removed the cabinet doors from the front of the Front Desk, and he built a custom-made magnetic swinging door to keep the public out of the staff area.

The Friends purchased four adjustable tables for upstairs to allow for patrons of all ages to enjoy programs in the Programming Room. We are using these constantly for all kinds of programs! The Friends also purchased a beautiful children's rug for storytimes in the Programming Room.

### ***Collection & Space***

The inventory of nearly 26,000 items in the collection is now 90% complete. This has been a massive job to track down every book in the catalog, fix errors in the catalog records and create new catalog records for nearly 1,000 books that had never been cataloged. Volunteers and staff were invaluable—without them, it would not have been possible to undertake such a huge job! We are still finishing up going through several thousand item records—primarily the most problematic ones of the Library's collection.

The Summer Library Intern completed several big projects to address the collection space: she shifted the Large Print and Young Adult collections, and she relabeled and integrated the Mystery and Science Fiction collections. This included over 15,000 items!

The DVDs were moved out from behind the Front Desk this spring. They have seen an increase in circulation since being moved to the Fiction Room and the Children's Room.

Marlene has completed another year of ensuring that the Children's Room walls are decorated monthly with fresh artwork from the area's preschools, public and private schools. She coordinated with teachers, picked up stacks of paintings from schools, and hung hundreds of artworks in 2018. Each month the walls are flooded with creativity and color from area students.

## **Community Partnerships & Outreach**

In the community, the Library was an active member of the Youngstown Business and Professional Association. As such, members of the Board or the Director attended all meetings in 2018. I regularly attended the monthly Town of Porter meetings to represent the Library to local political leaders and share information about the Library.

In community events, the Library actively participated at the Summer Street Dance and the Christmas in the Village. The Library was represented in both the St. Patrick's Day parade and the Labor Day parade; many thanks to the few dedicated volunteers who helped with the parades! We also offered StoryWalks in Falkner Park for Friday night summer concerts, the Community Picnic and the Arts and Music Festival.

For the first time in 2018, the Youngstown Free Library joined the committee for "One District, One Book." This district-wide reading program ran from January to April 2018, and it partners schools with community businesses and libraries to read a single book together. As a member of the committee, I assisted with events, spoke to local businesses about the program and organized voting at the Library. We also ran scavenger hunts at the Library in conjunction with the program. I was chosen to read a chapter of the winning book, *The Mouse and the Motorcycle*, on the District's website as a chapter-reader (<https://safeyoutube.net/w/leEc>).

I visited all the Lew-Port first-grade classrooms this spring to run a storytime and present the Summer Reading Program.

In 2018, I continued running a monthly Book Club and a monthly One-on-One Tech Class at the Senior Center.

## **Grants & Fundraising**

The Youngstown Free Library was awarded a 2018 Bullet Aid grant of \$5,000, which will be applied to the 2019 budget and used to supplement our budget for new materials.

The Friends of the Library funded many projects and updates in 2018, totaling over \$11,000 in support.

TechSoup provided grants to the Library to allow us to purchase security software and Office and Access software for the staff and public computers.

The Library was awarded a \$5,000 restricted grant by the George and Teresa Lukis Family Fund. This will be used to renovate the Children's Room.

The 2018 Annual Fund Drive brought in almost \$16,000 in donations from the community.

The Library continues to expand its online presence, including its digital fundraising presence. In November, I created a digital fundraiser through the Facebook page to take advantage of Giving Tuesday and to add to the Library's Annual Fund Drive. This fundraiser raised over \$1,300 from 31 donors.

A community member, Emily C., started her own online fundraiser to benefit the Library. For every \$5 donation made to her fundraiser, donors were entered in a raffle for a batch of home-baked brownies. Thank you, Emily, for your donation of \$300 from that fundraiser! It is through the dedication and support of the community that the Library will be able to survive in these challenging fiscal times.

## Nioga/Member Library Partnerships & Continuing Education

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. Member libraries also benefit from Nioga’s resource sharing (sharing use of button makers, children’s storytime materials, and expensive inventory tech products).

Starting in 2017, Nioga went above and beyond to provide every Nioga member library with an organizational membership to the New York Library Association **free of charge to the member libraries**. NYLA membership provides members with discounts on continuing education, networking opportunities with state-wide library professionals, and ongoing access to library resources. For Youngstown Free Library, we were granted two associate memberships and memberships for **all** trustees.

As a member of Nioga’s Public Relations Committee, I participated in the 3rd Annual Collaborative PR Program. This program ran for three weeks in April. Its focus was on social media users who are not currently connected to their local library. Every library had the chance to use the same images and text in their own social media campaign to reach out in a deeper fashion to their community. Youngstown pursued this additional publicity to deepen the public relations impact to the Youngstown-Porter community.

In 2018, I attended the following continuing education workshops: “Library Space Planning” and “Recognizing, Addressing, and Preventing Harassment and Discrimination in your Library.” I also attended the New York Library Association 2018 Annual Conference, held in Rochester in early November.

## Programming in the Library

The Summer Reading Season went on this summer in grand style. 53 summer readers read a total of 71,100 minutes during our Summer Reading Challenge.

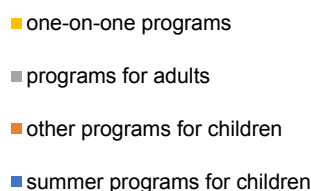
Regular continuing programs for children included the twice-weekly Town of Porter Story Hour, weekly LEGO Club, monthly Builders Club, and the annual candy guess and coloring contests. New programs included monthly STEAM programming for preschoolers, and special programs like Noontime Ninjas and Family Slime Time.

Regular continuing programs for adults included monthly meetings of the Evening Book Club, Afternoon Book Club, Movie Club, computer classes, regular workshops from the Alzheimer’s Association of WNY, and Paint ‘n’ Sip programs.

### Programs 2014 2015 2016 2017 2018

One-on-One programs:	0	0	0	1	25
Attendees:	0	0	0	1	25
Programs for adults:	3	2	4	24	60
Attendees:	9	19	32	491	892
Other programs for children:	86	91	77	104	151
Attendees:	516	385	244	1,330	3,178
Summer Programs for children:	41	32	41	25	59
Attendees:	371	320	413	903	1,096

### Youngstown Free Library Program Attendees



Total number of programs:	130	125	122	154	295	
Total number of attendees:	896	724	689	2,725	5,191	

## Publicity Updates

We maintained an active presence on the following social media sites:

Facebook: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: <https://twitter.com/ytownlibrary>

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

In 2018, I have been writing and publishing the Library's newsletter on a semi-regular basis. The newsletters featured a short article, along with upcoming programs, Friends events, and changes to our operating hours. To add your name to the subscription list, sign up here: <http://eepurl.com/bzJNCT>

In winter of 2018, I added *The Sentinel* to the Library's publicity. I write a monthly article called "Ask the Librarian." At the beginning of every month, I send in a complete list of all the upcoming events for that month.

At the end of 2018, we added yet another publication to our list: the Youngstown News released its inaugural issue a few weeks ago. This monthly publication features information and articles about the Library.

## Technology

Sustainability and communication were the strategic goals that drove technological progress in 2018. To that end, all accounting and financial records for the Library are now uploaded and stored in the cloud for reduced storage and better access, even in case of disaster.

Norton Small Business and Office Standard 2016 licenses were installed on all staff computers. A new modem was purchased and installed this spring. A new (to us) catalog computer was installed this spring.

## Volunteers

In spring 2018, the Library held its first Volunteer Appreciation Reception. This program is funded by an anonymous donation so as to remain outside the budget, and not dilute regular or Friends funding. The reception celebrated the work of the board members, Friends directors, and regular volunteers who served the Library during the 2017-2018 years. Volunteers were feted with refreshments, thanks, and each was honored with a new classic book for the Library collection in their name. Nearly fifty volunteers attended.

Thank you to our dedicated volunteers who donated their time and talents to the Library in 2018. They have vacuumed the Library, built furniture, cleaned tables, found books and helped patrons!

## ***Youngstown Free Library***

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

Thank you to the Board of Trustees, whose efforts and vision have allowed the Library to grow in 2017. They are dedicated volunteers who make thoughtful decisions and plan exciting changes for the Library.

Thank you to the Friends of the Library. All the Friends have been invaluable in fundraising to support the Library, and their tireless efforts are the best ambassadors the Library could have.

Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all!

*Respectfully submitted,*

*Sonora R. Miller*  
*Library Director*



# FINANCIAL REPORT

for the

## ANNUAL MEETING – January 28th 2019

The 2018 Budget was again a deficit budget, with projected expenses being nearly \$42,000 above projected income.

At the beginning of last year, we were still exploring Alternative Funding options and as such, in the 2018 budget, we included some \$10,000 for fees for an Audit and a Lawyer. We also had a budget to renovate our space of \$4,300. These expenses were not used. By contrast, we also hoped to receive funding from the Village of \$6,000, but that was not forthcoming and they were only able to allow us \$1,000 in funding.

However, our Fund Drive, which kicked-off in September, has exceeded our expectations and Gifts to the Library and Investment Income line-items are also over budget. Personnel, Direct Operating costs and Payroll and Accounting Services are all right on budget, whilst Library Materials came in at over \$12,000 *under* budget due to some very conservative purchasing by our Director.

The end result is that we have come in with a bottom line of **minus (\$8,333.23)** – a much better result than nearly minus \$42,000!

I would like to thank Sonora for working so carefully within the confines of a deficit budget.

This result would also not have been possible without the very generous support of the Friends who supplemented our budget by an amazing \$9,548, paying for many additional items for the Library and setting aside \$8,200 in 2019 to fund the work-station at the front desk project and the Library space-study design project. (see attached list of gifts). (They also matched our gift of \$750 for the Ruby Carey Scholarship winner.)

Our new CPA Jenn Thom, whom we hired in January 2018 for a two-year period has worked out very well. Checks and reports are received in a timely manner and all accounting paperwork is processed electronically and consequently we have back-up to all paper copies of original documentation and printing is kept to a minimum.

Both Payroll and Accounting Services are performed using QuickBooks and 4 out of our 5 staff have transitioned painlessly to having a Direct Deposit payment, rather than a printed check.

The 990 tax return was filed in May as required and 1099s are being prepared this week for receipt by recipients before the end of January.

The Finance Committee comprising Jerry Andres, Rita Rolfe and myself met during the year to work on a large package of policies - Finance Policies, Records Retention and Destruction Policy and Whistleblower Policy and these were all adopted at the meeting of October 22<sup>nd</sup>, 2018.

We determined at the kick-off of this year's Fund Drive to acknowledge ALL donations, not just those necessary for tax-purposes. So, with the help of our Board members, nearly 250 letters have so far been sent out, each one with a personalized hand-written Thank You. (I have asked the Friends, and they have agreed, to pay for the postage going forward.)

But, looking at the year to come, should we continue to adopt a deficit budget, we will gradually deplete our Operating Reserve unless we can find alternative sources of income-stream.

Respectfully submitted,

Maggie Steyn

Treasurer

January 28<sup>th</sup>, 2019

**YOUNGSTOWN  
FREE LIBRARY  
2018**

<b>BUDGET 2018</b>	<b>Activity 12/01/2018 - 12/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
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**REVENUE**

TOWN OF PORTER	<b>\$78,646.00</b>	\$0.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	<b>\$5,711.00</b>	\$0.00	\$5,440.00	\$271.00	95%
YOUNGSTOWN VILLAGE	<b>\$6,000.00</b>	\$0.00	\$1,000.00	\$5,000.00	17%
LOCAL LIBRARY AID	<b>\$1,420.00</b>	\$0.00	\$1,293.00	\$127.00	91%
LEGISLATIVE INITIATIVE	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	<b>\$2,000.00</b>	\$222.97	\$2,812.80	-\$812.80	141%
INTEREST	<b>\$2,400.00</b>	\$210.04	\$4,086.29	-\$1,686.29	170%
GIFTS	<b>\$1,000.00</b>	\$1,243.35	\$2,825.53	-\$1,825.53	283%
ANNUAL DRIVE	<b>\$14,000.00</b>	\$1,390.00	\$15,497.03	-\$1,497.03	111%
MISCELLANEOUS	<b>\$100.00</b>	\$27.41	\$268.12	-\$168.12	268%
GRANT FUNDS	<b>\$0.00</b>	\$0.00	\$400.00	-\$400.00	
<b>TOTAL REVENUE</b>	<b>\$111,277.00</b>	<b>\$3,093.77</b>	<b>\$112,268.77</b>	<b>-\$991.77</b>	<b>100.89%</b>

<b><u>EXPENDITURE</u></b>	<b>BUDGET 2018</b>	<b>Activity 12/01/2018 - 12/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>					
SALARIES (GROSS)	\$73,610	\$5,403.32	\$72,197.31	\$1,412.69	98%
SALARIES (CHRISTMAS BONUS)	\$0	\$175.00	\$175.00	-\$175.00	
HEALTH BENEFIT	\$4,000	\$307.60	\$4,000.00	\$0.00	100%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$436.88	\$5,829.07	-\$199.07	104%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$0.00	\$425.61	\$74.39	85%
NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S	\$350.00	\$92.18	\$520.52	-\$170.52	149%
COMPENSATION	\$750.00	\$0.00	\$226.00	\$524.00	30%
<b>TOTAL PERSONNEL</b>	<b>\$84,840.00</b>	<b>\$6,414.98</b>	<b>\$83,373.51</b>	<b>\$1,466.49</b>	<b>98%</b>
<b>LIBRARY MATERIALS</b>					
AUDIO VISUAL MATERIALS	\$6,500.00	\$281.20	\$3,826.41	\$2,673.59	59%
BOOKS	\$16,000.00	\$393.02	\$6,576.56	\$9,423.44	41%
COMPUTER SOFTWARE	\$200.00	\$0.00	\$159.00	\$41.00	80%
PURCHASES FROM GRANT/GIFT FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$20.00	\$853.43	\$3,146.57	21%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$55.05	\$900.34	\$599.66	60%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$28,200.00</b>	<b>\$749.27</b>	<b>\$12,315.74</b>	<b>\$15,884.26</b>	<b>44%</b>

<b>OPERATING EXPENDITURE</b>	<b>BUDGET 2018</b>	<b>Activity 12/01/2018 - 12/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	\$8,328.00	\$694.00	\$8,328.00	\$0.00	100%
OFFICE SUPPLIES	\$1,500.00	\$165.17	\$1,988.90	-\$488.90	133%
HOUSEKEEPING	\$300.00	\$50.66	\$83.51	\$216.49	28%
INSURANCE	\$2,800.00	\$0.00	\$2,851.38	-\$51.38	102%
COPIER LEASE & USAGE	\$2,200.00	\$131.91	\$2,844.79	-\$644.79	129%
MAINTENANCE (SPACE)	\$1,500.00	\$519.48	\$1,035.89	\$464.11	69%
POSTAGE	\$550.00	\$127.05	\$1,236.92	-\$686.92	225%
PROGRAMMING	\$700.00	\$182.34	\$245.50	\$454.50	35%
PUBLICITY	\$1,000.00	\$24.15	\$572.48	\$427.52	57%
INTERNET/PHONE	\$1,600.00	-\$2.98	\$1,039.74	\$560.26	65%
<b>TOTAL OPERATING</b>	<b>\$20,478.00</b>	<b>\$1,891.78</b>	<b>\$20,227.11</b>	<b>\$250.89</b>	<b>99%</b>
<b>CAPITAL EXPENDITURE</b>					
TECHNOLOGY	\$1,200.00	\$0.00	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	\$0.00	-\$118.38	\$4,418.38	-3%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$1,224.58</b>	<b>\$4,275.42</b>	<b>22%</b>

	BUDGET 2018	Activity 12/01/2018 - 12/31/2018	Totals Year to Date	Remaining in Budget	% of Budget
<b>MISCELLANEOUS</b>					
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$247.25	\$3,097.75	\$352.25	90%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$215.00	\$2,710.00	-\$130.00	105%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$32.25	\$387.75	-\$127.75	149%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$0.00	\$124.00	0%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$400.00	\$0.00	100%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION (for 2017)	\$46.00	\$0.00	\$38.00	\$8.00	83%
INVESTMENT & ADVISORY FEES	\$150.00	-\$175.00	-\$120.00	\$270.00	-80%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES	\$0.00	\$0.00	\$45.31	-\$45.31	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$13,600.00</b>	<b>\$72.25</b>	<b>\$3,461.06</b>	<b>\$10,138.94</b>	<b>25%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$152,618.00</b>	<b>\$9,128.28</b>	<b>\$120,602.00</b>	<b>\$32,016.00</b>	<b>79%</b>
<b>Net Income (Loss)</b>	<b>-\$41,341.00</b>	<b>-\$6,034.51</b>	<b>-\$8,333.23</b>	<b>-\$33,007.77</b>	<b>20%</b>
<b>FUNDS</b>					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$750.00	-\$250.00	150%
<b>TOTAL FUNDS</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>-\$250.00</b>	<b>150%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$153,118.00</b>	<b>\$9,128.28</b>	<b>\$121,352.00</b>	<b>\$31,766.00</b>	<b>79%</b>
<b>Net Income (Loss)</b>	<b>-\$41,841.00</b>	<b>-\$6,034.51</b>	<b>-\$9,083.23</b>	<b>-\$32,757.77</b>	<b>22%</b>

**YOUNGSTOWN FREE LIBRARY**  
**BALANCE SHEET**  
**As at: December 31st, 2018**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$13,550.88
Morgan Stanley - 178- Acct	\$241,997.87
Morgan Stanley (Scholarship)	\$3,212.86
<b>TOTAL ASSETS</b>	<b>\$258,861.61</b>

**FUND BALANCES**

<b><u>Unrestricted</u></b>	
General (Operating)	\$2,630.75
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Gifts/Grants	\$400.00
<b>Total Unrestricted Funds</b>	<b>\$103,030.75</b>
<b><u>Restricted</u></b>	
Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,212.86
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
<b>Total Restricted Fund Balance</b>	<b>\$155,830.86</b>
<b>TOTAL FUND BALANCES</b>	<b>\$258,861.61</b>

## FRIENDS' GIFTS TO THE LIBRARY in 2018

Library Renovation Fund	2017	2018	
Audio Shelving		\$3,282	
Children's Rug		\$409	
Correll Flip-top Desks (4)		\$1,500	
<b>Subtotal</b>		<b>\$5,191</b>	
Space-Planning Design Study		\$7,500	to be used in 2019
Front Desk Workstation (from 2017)	\$700		to be used in 2019
<b>Subtotals from Renovation Fund</b>	<b>\$700</b>	<b>\$12,691</b>	

Gifts to the Library	2018
Book Page	\$324
Book Holders & Book Easels	\$235
Children's Chairs	\$0
Children's Afterschool Tablet	\$0
Coffee & Tea Station Supplies	\$271
DVD & CD Disc Labels	\$129
DVD Disc Cases	\$321
Large Print Collection	\$0
Leapfrog Childrens Program	\$0
Library Fund Drive Expenses	\$720
New York Times	\$533
Old Ft Niagara membership	\$75
Playaway Program	\$0
Recorded Books (Playaway)	\$0
Ruby Cary Scholarship	\$750
Story Hour Costumes & Supplies	\$0
Summer Program Donation	\$1,000
World Book Encyclopedia	\$0
Arts and Music Fest. Story Walk	\$0
Gilgore Retirement Reception	\$0
<u>Young Authors program</u>	<u>\$0</u>
<b>Subtotal Gifts to the Library</b>	<b>\$4,358</b>
 <b>Items/Subscriptions purchased this year</b>	 <b>\$9,549</b>



**INVESTMENT REPORT**  
**for the**  
**ANNUAL MEETING – January 28th 2019**

Our Assets are held at KeyBank (Ransomville) in a checking account and at Morgan Stanley.

This year has seen the transitioning of all but one of our Morgan Stanley investment-holdings to laddered CDs. (See attached bar-chart & Year-End Morgan Stanley summary.)

At the beginning of 2018, the Board approved the re-organizing of our Fund Balances, consolidating some of older, depleted funds. We now have Unrestricted Funds set aside for Operating & the Long Term Plan and Restricted Funds for Operating Reserve and the Ruby Carey Scholarship Award.

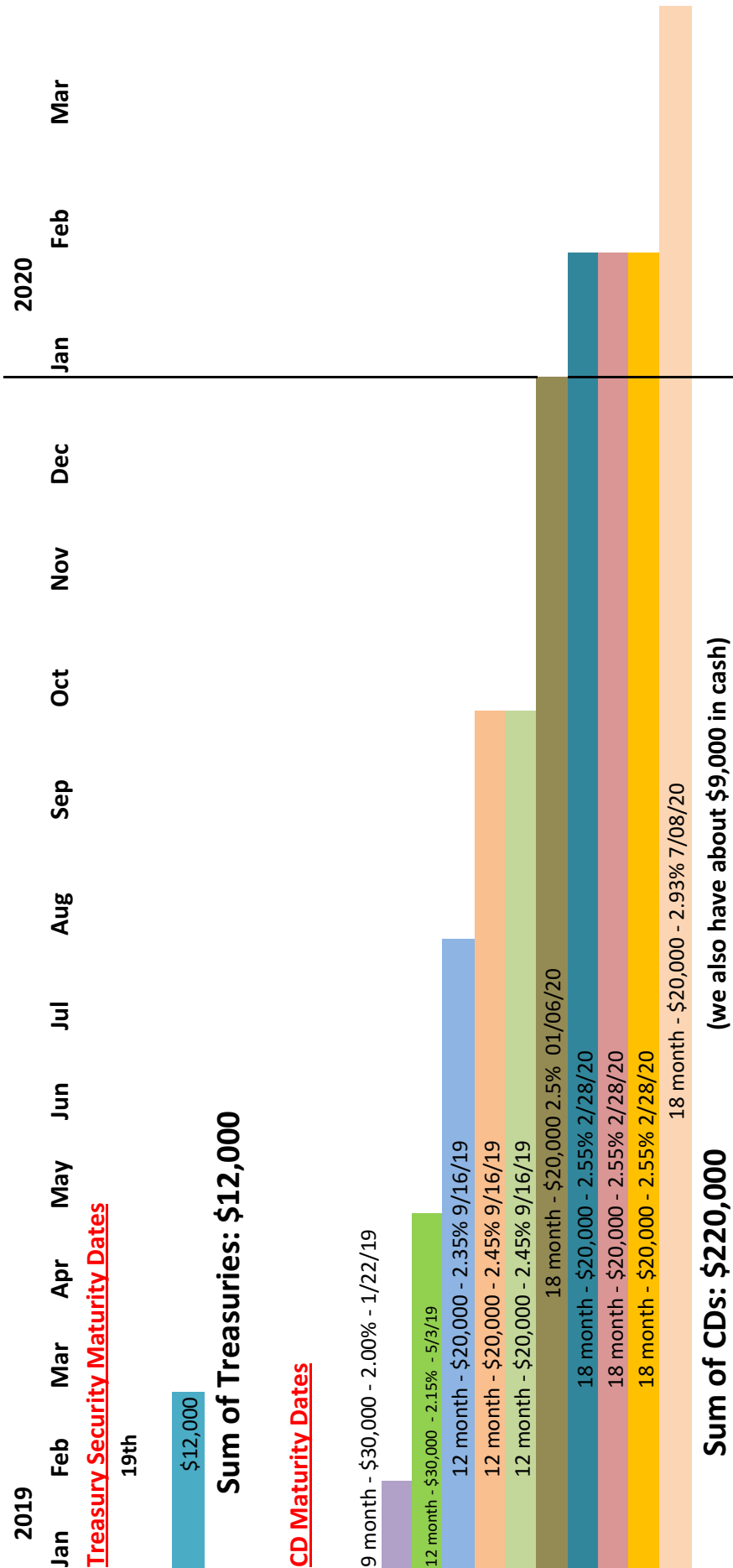
In June of this year, Morgan Stanley was finally able to transfer the Ruby Carey scholarship holding from Merrill Lynch. This fund is held in a separate account. (We increased the amount of the award this year from \$500 to \$750, so we have 4 more years of awards.)

I believe we have a healthy portfolio of investments, but even should interest rates improve dramatically, investment-interest-income will not offset increased operating expenses and so as we continue to adopt a deficit budget, we will gradually dip into our Operating Reserve unless we can find alternative sources of income-stream.

Respectfully submitted,

Maggie Steyn  
Treasurer  
January 28<sup>th</sup>, 2019

# MORGAN STANLEY INVESTMENT HOLDINGS



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020	Jan	Feb	Mar	
2019																	
<p><b>MORGAN STANLEY (Ruby Cary Scholarship A/C) - 3 x \$1,000 CDs maturing over next 3 years + ~ \$200 cash</b></p> <p>2.05% : \$1,000 3/6/19</p> <p>2.85% : \$1,000 6/8/20</p> <p>3.05% : \$1,000 12/7/20</p>																	



## Consolidated Summary

### CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (12/1/18-12/31/18)	This Year (1/1/18-12/31/18)
<b>TOTAL BEGINNING VALUE</b>	<b>\$244,530.75</b>	<b>\$238,227.45</b>
Credits	—	100,960.99
Debits	175.00	(100,768.55)
Security Transfers	—	3,090.48
Accrued Interest On Security Transfers	—	12.47
<b>Net Credits/Debits/Transfers</b>	<b>\$175.00</b>	<b>\$3,295.39</b>
<b>Change in Value</b>	<b>504.99</b>	<b>3,687.89</b>
<b>TOTAL ENDING VALUE</b>	<b>\$245,210.73</b>	<b>\$245,210.73</b>

Net Credits / Debits include investment advisory fees as applicable. See Activity section for details.

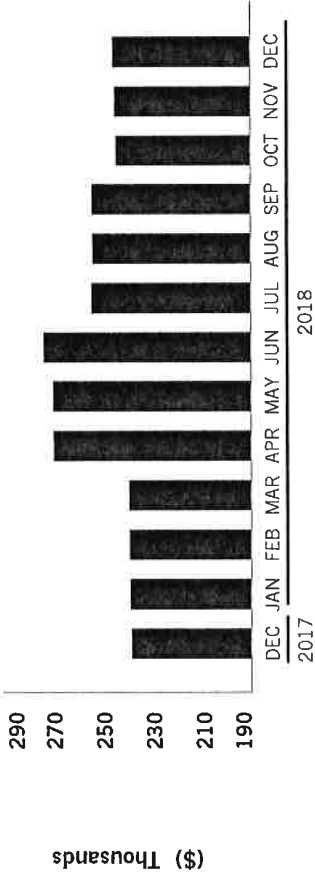
### ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$9,147.77	3.73
Fixed Income & Preferreds	236,062.96	96.27
<b>TOTAL VALUE</b>	<b>\$245,210.73</b>	<b>100.00%</b>

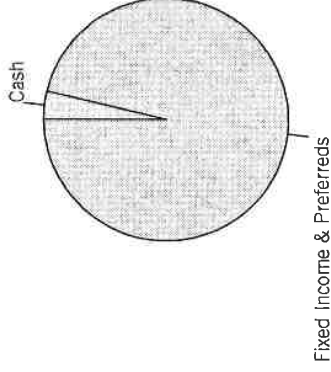
FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.

### MARKET VALUE OVER TIME

The below chart displays the most recent thirteen months of Market Value.



This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

Youngstown Free Library  
69<sup>th</sup> (2018) President's Annual Report  
Presented at the Annual Assn Meeting January 28, 2019

Twenty eighteen was a very productive year for the Youngstown Free Library Board of Trustees. Among the many accomplishments of your Board of Trustees are:

- In January 2018, we welcomed new Board Trustee members Claudia Andres, Jerome Andres and Barbara Costello to their first three year term (2018-2021) bringing the number of Board Trustees to eleven. Mary Wieland renewed her membership for a second three year term (2018-2021). We also thanked Jan Mathews for her service to our Library as she retired from the Board.
- The following officers were elected for 2018: Rita Rolfe, President; Diana Newton, Vice President; Maggie Steyn, Treasurer; Paul Inskeep, Recording Secretary; Heather Crumlish, Corresponding Secretary.
- Members were appointed to regular committees. A By-Laws Review Committee chaired by Karen Swayze and a Space Study Committee headed by Paul Inskeep were also instituted.
- A mission statement and five goals directing the future of the Library were adopted in May 2018. They are: Goal 1. Sustainability, Goal 2. Responsiveness to the Community, Goal 3. Transparency and Communication, Goal 4. Partnerships and Collaboration.
- Throughout the winter and early spring, The Board continued to meet with the Ransomville Library Board of Trustees and NIOGA representatives to further explore bringing our funding to a public vote. Further consideration of this option of funding was ended as The Ransomville Board of Trustees did not want to move forward and because calculations revealed that the needed amount of money would probably not be realized from a public vote in the Town of Porter.
- The review of the By-Laws was completed. Changes were made and met with Board approval at our October meeting. The revised By-Laws provide a clear road map for governance of the Library for the present and future Boards.
- New policies were created including a Financial Policy, Whistleblower Policy and Records Retention Policy.
- The Finance committee under the direction of Treasurer, Maggie Steyn completed a balance sheet reorganization that better depicts the picture of our assets and expenditures.
- The Space Committee initially sent out Requests for Proposals for internal Library redesign. Because of our fiscal concerns and the lack of long term commitment from the Village of Youngstown Trustees, the space planning was put on hold. We are very thankful for the money to do the study from the Friends of the Library and are hopeful that this will be accomplished in 2019.
- A successful fund drives was undertaken by the Friends of the Library on behalf of the Board of Trustees. The amount raised was over \$16,000. The Friends of the Library,

under the leadership of Jan Howard, have worked tirelessly and successfully raising funds of our Library. (See Friends of the Library Report).

- The Board of Trustees gratefully accepted a donation of \$250.00 from the Lion's Club, a gift of \$5,000 from NY State Senator, Robert Ortt, \$78,646 from the Town of Porter and, \$1,000.00 from the Village of Youngstown.
- The Board held a retreat on Saturday, May 12, 2018 to solidify our vision for the next five years, reconsider our funding issues and explore potential solutions to Library space issues.
- As a result of our retreat, it was decided to hold meetings with representatives of the Village Board of Trustees and the Town of Porter Trustees.
- A five year spending projection was created by Library Director Sonora Miller. This has been very useful in presentations to our sponsors and in creating our own carefully crafted budget. We find that the 2019 and future budgets will require the spending down of our contingency fund. We have come to the serious and sad conclusion that without a change in the way the Library is funded, the long term existence of the Library is in jeopardy.
- The meeting with the Village Trustee Representatives resulted in the renegotiation of the current contract for space. In the recent past the Village provided \$14,000 in funding to the Library, but required \$12,000 be returned for rent leaving a net contribution at \$2,000.00. Subsequently, there is agreement that the Library pay \$0.00 for rent, and the Village will provide only a \$1,000.00 support. Since space is an on-going problem for the Library, it was tentatively agreed that the Library and Village Trustees would work on space exploration together. The new contract is yet to be signed as there is no acknowledgement of collaboration or long term commitment in it.
- The result of the meeting with Town of Porter Representatives was one of mutual understanding of our fiscal issues. TOP representatives were very supportive of the Library and understand the importance of its service to the community. The Board asked for and received a 2% raise in funding for the Town. We are very grateful for their understanding and support.
- The Ruby Carey Scholarship was increased from \$500.00 to \$750.00. This amount matches the gift from the Friends of the Library also provide. This year's very deserving scholarship winner was Natalie Smith.
- The most important accomplishment continues to be the growth and vitality of our Library under the very capable leadership of Library Director Sonora Miller. It has been very exciting and gratifying to watch the Library flourish. Sonora Miller is an outstanding Director with ideas and energy to match which have made the Library a most important part of our community.

The Board of Trustees of the Youngstown Free Library will continue to pursue activities that work to meet our adopted goals. Sustainability of funding will be our number one goal. Funding solutions are at the top of the list.

I wish to thank our Library Director, Sonora Miller, our Library Staff, the hardworking members of the Library Board of Trustees and all of the volunteers who help to make our Library a wonderful service to our community. A very special thank you to the members of the Friends of the Library for their outstanding support. In addition, I would like to thank the Town of Porter, under the direction of Supervisor, Duffy Johnson, The Village Board of Trustees and Mayor, Raleigh Reynolds, State Senator Robert Ortt, the Niagara County Legislature, the NIOGA Staff for their continued support.

Last but not least, our gratitude is extended to all of the patrons who support, love and utilize our community treasure. Thank You!

Respectfully submitted,  
Rita Rolfe, President of the Youngstown Free Library Board of Trustees



# Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

## **President's 2018 annual report to the Library Board of Trustees**

### **2018 Board of Directors**

Jan Howard, President

Sue Larrabee, Vice President

Judy Freiermuth, Secretary

Bill Siddall, Treasurer

Mary Armstrong

Elaine Barbiero

Steve Bowen

Steve Frank

Tanya Fura

Julia Grana

Annie O'Conner

John Soltys

Wendy Guild Swearingen

**Board of Directors-** we have 5 members going off our board in January 2019, Sue Larrabee, Mary Armstrong, Steve Bowen, Steve Frank, and Tanya Fura. We have 7 members coming on, Barbara Chassar, Keith Hartloff, Kathryn Harden, Jill Mazur, Jessica Streb, Colleen Summerville, and Shannon Supon.

**Financial Summary-**see attached

Summary we took in \$8715 more than we spent for budgeted items.

**Membership-** 301 dues paying members plus 36 who have become Friends as a result of donating \$50 or more to the Library Fund Drive with a total of \$7070 received.

**Fundraisers in 2018-**Chili Cookoff at Bandana's, Desserts in the Stacks, Spring and Fall Book Sales, Bandana's Meal Day, Billiards for Books, kick off to Summer Street Dance, Bake Sale at Faulkner Park, Christmas in the Village, and our annual membership drive. We also had a booth at the Art & Music Festival, and the Community Picnic where we set out our donation jug along with our Library Literature.

**Gifts to the Library-** We provided Book Page (a monthly book review publication), Book Holders & Book Easels, Coffee & Tea Supplies, DVD & CD Labels, DVD Disk Cases, Library Fund Drive Expenses, New York Times Subscription, Old Fort Niagara Membership, Summer Program Donation, Auto-book Shelving, Children's Rug, and Correll Flip-top Desks. We have also approved \$7500 in funding for a professional space planning design study and \$700 for alterations to allow a second workstation at the front desk.



# Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

**Library Annual Fund Drive-** Volunteers folded, stuffed and labeled approximately 1,800 letters that were mailed to residents within the 14174-zip code.

**Gift to the Community-**\$750 for the Ruby Carey Scholarship to graduating senior Natalie Smith.

**Awards-** The Friends nominated Joan Gillespie, past Board of Trustee member and past Friends Director and President, to receive our Mary Andrus Outstanding Service Award for 2018.

**Appreciation-** To everyone who assisted the Friends with our events over the past year and years. Whether you baked, volunteered, or attended events, we appreciate your on-going support, communication and collaboration.

**Our Meetings-** Third Wednesday of each month except July, August and December 7:00 p.m. in the Library Community Room. Your presence and participation are always welcome.

Jan Howard  
President of the Friends Board of Directors