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AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: February 27, 2023   Time: 7:00 pm

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1. **Meeting Called to Order/ Determination of Quorum**　　　　**Karran Swayze**
2. **Comments from the Public**
3. **Acceptance of Minutes from previous Board meeting**　　　**Mary Clinch**
4. **Reports if available**
   - ➢ **Treasurer**　　　　　　　　　　　　　　　　**David Smith**
   - ➢ **Correspondence**　　　　　　　　　　　　　**Barb Costello**
   - ➢ **Director's**　　　　　　　　　　　　　　　**Sonora Miller**
   - ➢ **Friends of the Library Liaison**　　　　　**Bill Siddall**

   OLD BUSINESS
5. **Change the By Laws**
6. **Committee Appointments:**
   a. **Executive Committee-all officers**
   b. **Finance Committee**
      - ➢ **David Smith**
      - ➢
      - ➢
      - ➢ **Sonora Miller**
   c. **Personnel Committee**
      - ➢ **Mary Clinch**
      - ➢ **Karran Swayze**
      - ➢
      - ➢ **Sonora Miller**
   d. **Scholarship Committee**
      - ➢ **Karran Swayze**
      - ➢ **Colleen Summerville (from the Friends)**
      - ➢
      - ➢
   e. **Nominating Committee**
      - ➢
      - ➢
      - ➢
   f. **Sustainability and Space (an Ad Hoc Committee may not be active at this time)**
   g. **Grant Committee (an Ad Hoc Committee but should be active this year)**
      - ➢
      - ➢
      - ➢
   h. **Liaison to the Friends**
      - ➢ **Bill Siddall**
   i. **Historian**
      - ➢ **David Brooks**

NEW BUSINESS

a. Motion to close the library early March 20 to allow for staff training in CPR
b. Acceptance of Annual Report to NY State

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: March 27, 2023

Upcoming Events

Spring Book Sale????

DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: January 23, 2023

TIME: 7:00 p.m.

Present: Director Sonora Miller, Karran Swayze, Mary Clinch, David Brooks, Barb Costello, Bill Siddall

Absent: Dave Smith (excused)

Call to Order: 7:26 pm

Comments from the Public: None

Minutes of the November 2022 Board Meeting

➢ A motion was made by David Brooks and seconded by Barb Costello to accept the November meeting minutes as presented. Motion passed.
   o The designation on the minutes will be updated from 'Draft' to 'Accepted', and an updated copy posted to Dropbox

President's Remarks – Karran Swayze:

• Reminders on meeting ground rules were shared; minutes need to be posted < 2 weeks after the date of the last meeting; agenda items need to be posted > 24 hours prior to a meeting.

Treasurer's Report – Karran Swayze, on behalf of Dave Smith:

• Reminder that the 2023 budget was adopted at the November 2022 meeting, and is available in Dropbox.

Correspondence Report – presented by Karran Swayze on behalf of Dave Smith:

Dave Smith sent out thank-you notes to the following individuals in the month of January:

▪ Director Sonora Miller for managing display of and ticket sales for the basket raffle, and for completing an efficient and timely search for new Library employees.
▪ Chris Schemel and Megan Sherman for selling tickets for the basket raffle and for their flexibility in helping to staff the Library during employee transition.
▪ Nadine Tidwell for her tremendous help while volunteering to sell tickets during the basket raffle.

Director's Report – Sonora Miller:

- Trustees should check the list of 2023 Board meeting dates and advise if anyone has conflicts

- Closure dates for 2023 holidays were presented, which include additional dates around Thanksgiving and Christmas (based on trends from 2022).   The Library will continue to hold Saturday hours; it was noted that Saturdays during the summer were particularly busy last year.

- ➤ A motion was made by Bill Siddall and seconded by Barb Costello to approve the closure dates. Motion passed.

- Trustees are required to complete at least two hours of training in 2023.
  - NIOGA is offering in-person training; Sonora will share a flier outlining details
  - NIOGA has also sent out an email with information about upcoming Trustee Handbook Book Club sessions.   Mary will forward the email to the Board
  - Both of these options qualify for training hours; Sonora can share other opportunities if anyone needs
  - Sonora needs to collect details of each individual's completed training, including proof (in the form of certificates, etc.).   Mary offered to track training progress for the Board
  - Sonora needs to be made aware of any training completed in 2022, for inclusion in the annual report to the state.

- An Orientation Booklet for new Trustees was emailed to the Board.   Sonora also has 3 additional paper handbooks.

- Sonora will hold training sessions on Dropbox and other tools; a Zoom session will be held on Feb 2 at 6:30 p.m., and an in-person session on Feb 3 at 12:00 p.m.

OLD BUSINESS

- ➤ A motion had been made by Karran Swayze and seconded by Maggie Steyn to accept the request sent from Sonora to the Board on January 4, 2023 to approve two new hires.   All Board members voted Yes to approve.

- ➤ A motion was made by David Brooks and seconded by Barb Costello to accept the email vote. Motion passed.

- Per the current COVID safety guidelines, all volunteers and staff members must still have their temperatures taken and recorded.   The vaccination policy is also still in effect.   Given the improvement in conditions and the increased number of staff and volunteers being coordinated, an update to the guidelines is requested.

- ➤ A motion was made by Mary Clinch and seconded by Bill Siddall to follow the recommendations of the Director and remove requirements from the guidelines around temperature taking and vaccination.   Motion passed.
- 2024 will be the 75th anniversary of the Youngstown Free Library.   A chairperson is needed for a planning committee, and ideas for the celebration are requested.

- The Ontario House 5k will be held on February 4, 2023. A few items are needed/were discussed:
    - Do we need to reach out to Bob Emerson as to whether soldiers can again perform a salute for the start of the race?
    - As people advertise the race to friends and family, note that monetary donations to the Library are also welcomed (in case someone wishes not to race).
    - Sonora will bring Library swag to Barb this weekend for the post-race party.
    - We would like to again offer hot cocoa and baked goods (and a donation jar); Mary to confirm availability.
    - Barb will reach out to Paul Beatty to confirm what plans are in place.

- Cameras/Security System
    - Karran is connecting with the existing provider to work on cancelling the current service.
    - Sonora purchased 4 indoor cameras from SimpliSafe to replace the current system; still needs installation assistance.   Barb to connect with her contact.

NEW BUSINESS

Nominating Committee:

- The following nominations were put forth for officer roles for 2023:
    - Karran Swayze – President
    - Bill Siddall – Vice President
    - Mary Clinch – Recording Secretary
    - Dave Smith – Treasurer
    - Barb Costello – Correspondence Secretary

    ➢ A motion was made by Barb Costello and seconded by David Brooks to accept the nominations. Motion passed.

- Karran appointed the following additional roles for 2023:
    - David Brooks – Historian
    - Bill Siddall – Liaison to the Friends of the Library

- Committee assignments will be discussed at the February Board meeting; a request was made to each Trustee to look to self-nominate for at least two committees
    - Bill Siddall requested assignment to the Financial and Historical Committees, and will also participate on the Executive Committee

    ➢ A motion was made by David Brooks and seconded by Bill Siddall to adjourn the meeting at 8:20 p.m. Motion passed.

The next Board meeting will take place on February 27, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

February Treasurer's Report

27 February 2023

1. **Revenues**
   - Town of Porter check was received in early February and was deposited in our Key Bank account. As a result, the balance in the account is over $110,000. The treasurer requests Board approval to transfer $80,000 to our Morgan Stanley account until the monies are needed later in the year.
   - A thank you has been recently sent to the TOP for the money. (see copy in Dropbox for this meeting).
   - Financial results have not yet been reported from the 2023 Stone Jug 5K Run.
   - Financial results from the Chili Cookoff are: $670 in ticket sales, $40 in donations, and $215 from the Friends 50/50 raffle, which was donated to the Library by the winner, Jeff Salvatore.

2. **Expenditures**
   - Expenditures are in line for the beginning of the year.

3. **Ruby Carey Scholarship**
   - The balance of the Ruby Carey Scholarship Account with Morgan Stanley is now approximately $318. The Treasurer requests Board approval to close the Morgan Stanley account and move the monies to the Library's Key Bank account, and to create separate budget lines for the Scholarship money and award.

4. **Summary**
   - As of the February Board Meeting, the Youngstown Free Library is in a good position to fulfill its financial obligations for 2023 and can meet or exceed expectations for services and programs for the year.

   Respectfully submitted,
   David Smith, Treasurer

Youngstown Free Library
Annual Report For Public And Association Libraries - 2022

	CURRENT YEAR	*PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

To avoid loss of data, only one person at a time should be logged into a member library report.
Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

		CURRENT YEAR	*PREVIOUS YEAR*
1.1	Library ID Number	5200407250	*5200407250*
1.2	Library Name	YOUNGSTOWN FREE LIBRARY	*YOUNGSTOWN FREE LIBRARY*
1.3	Name Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.4	Structure Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.5	Community	Youngstown	*Youngstown*
1.6	Beginning Fiscal Reporting Year	01/01/2022	*01/01/2021*
1.7	Ending Fiscal Reporting Year	12/31/2022	*12/31/2021*

1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	*No*
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2022	*01/01/2021*
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022	*12/31/2021*
1.13	Address Status	00 (for no change from previous year)	*00 (for no change from previous year)*
1.14	Street Address	240 LOCKPORT STREET	*240 LOCKPORT STREET*
1.15	City	YOUNGSTOWN	*YOUNGSTOWN*
1.16	Zip Code	14174	*14174*
1.17	Mailing Address	240 LOCKPORT STREET	*240 LOCKPORT STREET*
1.18	City	YOUNGSTOWN	*YOUNGSTOWN*
1.19	Zip Code	14174	*14174*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 745-3555	*(716) 745-3555*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 745-7122	*(716) 745-7122*

1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	yfl@nioga.org	*yfl@nioga.org*
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.youngstownfreelibrary.org	*www.youngstownfreelibrary.org*
1.24	Population Chartered to Serve (per 2020 Census)	4,646	*4,899*
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	*ASSOCIATION*
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	*Other*
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	*N*
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	*Absolute*
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/26/1962	*05/26/1962*
1.30	Date the library was last registered	03/05/1953	*03/05/1953*
1.31	Federal Employer Identification Number	160845533	*160845533*
1.32	County	NIAGARA	*NIAGARA*
1.33	School District	Lewiston-Porter	*Lewiston-Porter*
1.34	Town/City	Porter	*Porter*
1.35	Library System	Nioga Library System	*Nioga Library System*

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Sonora	*Sonora*
1.38	Last Name of Library Director/Manager	Miller	*Miller*
1.39	NYS Public Librarian Certification Number	26283	*26283*
1.40	What is the highest education level of the library manager/director?	Master's Degree	*Master's Degree*
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	*Y*
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	*Y*
1.43	E-mail Address of the Director/Manager	smiller@nioga.org	*smiller@nioga.org*
1.44	Fax Number of the Director/Manager	(716) 745-7122	*(716) 745-7122*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	*Y*
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N	*N*

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	N/A	*N/A*
2.	Indicate the type of municipality or district holding the public vote	N/A	*N/A*
3.	Date the vote was held (mm/dd/2022)	N/A	*N/A*
4.	Was the vote successful? Y/N	N/A	*N/A*
5.	What type of public vote was it?	N/A	*N/A*
6a.	Most recent prior year approved appropriation from a public vote:	N/A	*N/A*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	*N/A*
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A	*N/A*

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	*N*

1.	Name of municipality or district holding the public vote	N/A	*N/A*
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	*N/A*

4.   What type of public vote was it?

5.   What was the total dollar amount of the   N/A   *N/A*
appropriation from tax dollars resulting from the
last successful vote?

1.48   Does the reporting library have a   N   *N*
contractual agreement with a municipality or district
to provide library services to residents of an area not
served by a chartered library? Enter Y for Yes, N for
No. If yes, please complete one record for *each*
contract. If no, go to question 1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or   N/A   *N/A*
district

2.   Is this a written contractual agreement?   N/A   *N/A*

3.   Population of the geographic area served   N/A   *N/A*
by this contract

4.   Dollar amount of contract   N/A   *N/A*

5.   Enter the appropriate code for range of   N/A   *N/A*
services provided (select one):

1.49   For the reporting year, has the library   N   *Y*
experienced any unusual circumstance(s) that
affected the statistics reported (e.g., natural disaster,
fire, closed for renovations, massive weeding of
collection, etc.)? If yes, please annotate explaining
the circumstance(s) and the impact on the library
using the Note; if no, please go to Part 2, Library
Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

| 2.1 | Adult Fiction Books | 6,531 | *7,070* |

Note: Note: adult fiction: 5894 YA fiction: 637

| 2.2 | Adult Non-fiction Books | 4,291 | *4,202* |

| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 10,822 | *11,272* |

| 2.4 | Children's Fiction Books | 5,489 | *5,765* |

| 2.5 | Children's Non-fiction Books | 3,126 | *3,069* |

| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 8,615 | *8,834* |

| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 19,437 | *20,106* |

Other Print Materials

| 2.8 | Total Uncataloged Books | 0 | *0* |

| 2.9 | Total Print Serials | 726 | *642* |

| 2.10 | All Other Print Materials | 123 | *129* |

Note: Note: MISC: 10 Other: 113

| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 849 | *771* |

| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 20,286 | *20,877* |

ALL OTHER MATERIALS
Electronic Materials

| 2.13 | Electronic Books | 10,628 | *10,628* |

Note: Note: This number was provided by the Library System, so I can't help that it's the same as the prior year's value. # of Electronic OverDrive items (from Nioga)

| 2.14 | Local Electronic Collections | 37 | *37* |

Note: Note: # paid databases (from Nioga)

| 2.15 | NOVEL$_{NY}$ Electronic Collections | 15 | *15* |

| 2.16 | Total Electronic Collections (Total questions 2.14 and 2.15) | 52 | *52* |

| 2.17 | Audio - Downloadable Units | 849 | *849* |

Note: Note: This number was provided by the Library System, so I can't help that it's the same as the prior year's value. # of OverDrive (from Nioga)

| 2.18 | Video - Downloadable Units | 4 | *4* |

Note: Note: # of OverDrive (from Nioga)

| 2.19 | Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) | 3,899 | *3,899* |

Note: Note: Other Electronic Materials (Magazines in OverDrive)

| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 15,432 | *15,432* |

Non-Electronic Materials

2.21	Audio - Physical Units	2,270	*2,414*

Note: Note: December 2022 stats: MACSP: 0 MCD: 17 MCDSP: 878 MEBOOK: 231 MJBCD: 3 MJCD: 8 MJCDSP: 69 MJPLAY: 21 MJPLAY from Nioga: 1043

2.22	Video - Physical Units	1,307	*1,362*

Note: Note: December 2022 stats: MDVD: 833 MBLU: 0 MJDVD: 474

2.23	Other Circulating Physical Items	7	*4*

Note: Note: December 2022 stats: MCDROM: 0 MCEQ: 5 MJKITS: 2 MJPUP: 0

2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,584	*3,780*

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	39,302	*40,089*

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	618	*818*

Note: Note: 552 x 1.12 = 618 tally up from Additions and Deletions file on staff computer and multiply by 12% for unrecorded items

2.27	All Other Print Materials	607	*633*

Note: Note: periodical additions for 2021 542 x 1.12 = 607 tally up from Additions and Deletions file on staff computer and multiply by 12% for unrecorded items

2.28	Electronic Materials	0	*0*

2.29	All Other Materials	113	*197*

Note: Note: 101 x 1.12 = 113 tally up all A/V from Additions and Deletions file on staff computer and multiply by 12% for unrecorded items

2.30	Total Additions (Total questions 2.26 through 2.29)	1,338	*1,648*

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click <u>here</u> to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	16,191	*10,352*
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
3.2	Registered resident borrowers	1,503	*1,580*

Note: December 2022

3.3	Registered non-resident borrowers	211	*227*

Note: December 2022

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	*Y*
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	*Y*
3.6	Does the library have an Internet use policy?	Y	*Y*
3.7	Does the library have a disaster plan?	Y	*Y*
3.8	Does the library have a board-approved conflict of interest policy?	Y	*Y*
3.9	Does the library have a board-approved whistle blower policy?	Y	*Y*

3.10   Does the library have a board-approved   Y   Y
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to persons Y   Y
who cannot visit the library (homebound persons,
persons in nursing homes, persons in jail, etc.)?

3.12   Does the library have assistive devices for   N   N
persons who are deaf and hearing impaired
(TTY/TDD)?

3.13   Does the library have large print books?   Y   Y

3.14   Does the library have assistive technology Y   Y
for people who are visually impaired or blind?

3.15 - If so, what do you have?

        screen reader, such as JAWS, Windoweyes No   No
or NVDA

        refreshable Braille commonly referred to   No   No
as a refreshable Braille display

        screen magnification software, such as   No   No
Zoomtext

        electronic scanning and reading software, No   No
such as OpenBook

3.16   Is the library registered for services from   Y   Y
either the New York State Talking Book and Braille
Library (New York State Library, Albany) or the
Andrew Heiskell Braille and Talking Book Library
(The New York Public Library, New York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program Sessions 44   *37*
Targeted at Adults Age 19 or Older

Note: 2022 programs: Presentation to Lions Club: 1 Evening Book Club: 11 Afternoon Book Club: 9 Non-Fiction Book Club: 6 Library Board: 11 Ruby Carey Award: 1 Tech classes (digital library, aid to boards): 5

3.18   Number of Synchronous Program Sessions 6   *0*
Targeted at Young Adults Ages 12-18

Note: 2022 programs: Make Your Own Gift Bags: 2 Preteen Yoga: 2

3.19a   Number of Synchronous Program Sessions 90   *54*
Targeted at Children Ages 0-5

Note: 2022 Programs: Town of Porter Story Hour: 66 SR Short & Sweet for Babies: 6 SR Toddler & Preschool Storytime: 6 SR Town of Porter: 5 Children's House storytimes: 6 Noon Year's Eve: 1

3.19b   Number of Synchronous Program Sessions 24   *30*
Targeted at Children Ages 6-11

Note: 2022 Programs: Words with Birds: 2 Sneak Peek ODOB Crafts: 1 SR LEGO Club: 8 SR Niagara River Readers: 6 SR Storywalks: 6 Cookie Decorating Workshop: 1

3.20   Number of Synchronous General Interest   18   *5*
Program Sessions

Note: 2022 Programs: Christmas in the Village: 1 Ontario House 5K: 1 Electronic Recycling: 1 SR Summer Street Dance: 1 Summerfest: 1 Book Sales: 2 ODOB Community Reveal: 1 ODOB Voting: 8 ODOB Family Literacy Night: 1 meeting with Village officials: 1

3.21   Total Number of Synchronous Program   182   *126*
Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

3.21a   Number of Synchronous In-Person Onsite   128   *56*
Program Sessions

Note: 2022 Programs: Christmas in the Village: 1 Electronic Recycling: 1 Book Sales: 2 Town of Porter Story Hour: 66 Evening Book Club: 11 Library Board Meeting: 11 Ruby Carey: 1 Tech classes (digital library, aid to boards): 5 Words with Birds: 2 Sneak Peek ODOB Crafts: 1 ODOB Voting: 8 SR Town of Porter: 5 SR LEGO Club: 8 Make Your Own Gift Bags: 2 Preteen Yoga: 2 Noon Year's Eve: 1 Cookie Decorating Workshop: 1

3.21b   Number of Synchronous In-Person Offsite   46   *55*
Program Sessions

Note: 2022 Programs: Presentation to Lions Club: 1 Afternoon Book Club: 9 meeting with Village officials: 1 ODOB Community Reveal: 1 ODOB Family Literacy Night: 1 Ontario House 5K: 1 Children's House storytimes: 6 Summerfest: 1 SR Summer Street Dance: 1 SR Short & Sweet for Babies: 6 SR Toddler & Preschool Storytimes: 6 SR Niagara River Readers: 6 SR Storywalk: 6

3.21c   Number of Synchronous Virtual Program   8   *15*
Sessions

Note: 2022 programs: Non-Fiction Book Club: 6 Tech classes (aid to boards): 2

3.21d   Total number of synchronous programs   182
(3.21a + 3.21b + 3.21c)

3.22   One-on-One Program Sessions   930   *566*

Note: 2022 One-on-One Program Sessions: One-on-One Tech Help: 18 Home deliveries: 35 Take & Makes: 560 SR Take and Makes: 240 (6 sets x 20 kits x 2 to do) SR Take and Makes for Teens: 32 (2 sets x 16 kits x 2 to do) Squirrel Scavenger hunt: 45

3.23   Do library staff, trustees and/or volunteers   Yes   *Yes*
reach outside of the library to promote library
programs and services through group presentations,
information tables and/or other similar educational
activities sponsored by the Library?

3.24   Attendance at Synchronous Programs   404   *406*
Targeted at Adults Age 19 or Older

Note: 2022 programs: Presentation to Lions Club: 35 Evening Book Club: 95 Afternoon Book Club: 90 Non-Fiction Book Club: 27 Library Board: 115 Ruby Carey Award: 25 Tech classes (digital library, aid to boards): 17

3.25   Attendance at Synchronous Programs   29   *0*
Targeted at Young Adults Ages 12-18

Note: 2022 SR Programs: Make Your Own Gift Bags: 21 Preteen Yoga: 8

3.26a   Attendance at Synchronous Programs   1,396   *889*
Targeted at Children Ages 0-5

Note: 2022 Programs: Town of Porter Story Hour: 924 SR Short & Sweet for Babies: 14 SR Toddler & Preschool Storytime: 150 SR Town of Porter: 150 Children's House storytimes: 144 Noon Year's Eve: 14

3.26b   Attendance at Synchronous Programs   548   *435*
Targeted at Children Ages 6-11

Note: 2022 Programs: Words with Birds: 6 Sneak Peek ODOB Crafts: 10 SR LEGO Club: 100 SR Niagara River Readers: 120 SR Storywalks: 300 Cookie Decorating Workshop: 12

3.27   Attendance at Synchronous General   2,549   *1,650*
Interest Programs

Note: 2022 Programs: Christmas in the Village: 100 children, 200 adults Ontario House 5K: 150 adults Electronic Recycling: 375 adults SR Summer Street Dance: 200 children, 150 adults Summerfest: 20 children, 10 adults Book Sales: 100 children, 500 adults ODOB Community Reveal: 100 kids, 100 adults ODOB Voting: 80 ODOB Family Literacy Night: 200 kids, 250 adults meeting with Village officials: 6 digital tech classes (aid to boards): 8

3.28   Total Attendance at Synchronous   4,926   *3,380*
Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).

3.28a   Synchronous In-Person Onsite Program   2,852   *2,315*
Attendance

Note: 2022 Programs: Christmas in the Village: 100 children, 200 adults Electronic Recycling: 375 adults Book Sales: 500 adults, 100 children Town of Porter Story Hour: 924 Evening Book Club: 95 Library Board Meeting: 115 Ruby Carey: 25 Tech classes (digital library, aid to boards): 17 Words with Birds: 6 Sneak Peek ODOB Crafts: 10 ODOB Voting: 80 SR Town of Porter: 150 SR LEGO Club: 100 Make Your Own Gift Bags: 21 Preteen Yoga: 8 Noon Year's Eve: 14 Cookie Decorating Workshop: 12

3.28b   Synchronous In-Person Offsite Program   2,039   *904*
Attendance

Note: 2022 Programs: Presentation to Lions Club: 35 Afternoon Book Club: 90 meeting with Village officials: 6 ODOB Community Reveal: 200 ODOB Family Literacy Night: 450 Ontario House 5K: 150 Children's House storytimes: 144 Summerfest: 30 SR Summer Street Dance: 350 SR Short & Sweet for Babies: 14 SR Toddler & Preschool Storytimes: 150 SR Niagara River Readers: 120 SR Storywalk: 300

3.28c   Synchronous Virtual Program Attendance   35   *174*

Note: 2022 programs: Non-Fiction Book Club: 27 Tech classes (aid to boards): 8

3.28d   Total synchronous program attendance   4,926
(3.28a + 3.28b + 3.28c)

3.29   One-on-One Program Attendance   930   *566*

Note: 2022 One-on-One Program Sessions: One-on-One Tech Help: 18 Home deliveries: 35 Take & Makes: 560 SR Take and Makes: 240 (6 sets x 20 kits x 2 to do) SR Take and Makes for Teens: 32 (2 sets x 16 kits x 2 to do) Squirrel Scavenger hunt: 45

3.29a   Total Number of Asynchronous Program   1   *26*
Presentations

Note: 2022 Asynchronous Program Presentations: One District, One Book video reading: 1

3.29b   Total Views of Asynchronous Program   50   *577*
Presentations within 30 Days

Note: 2022 Asynchronous Program Presentation Views: One District, One Book video reading: 50

3.30   Total Number of Children's Programs (sum   114   *84*
of Q3.19a and Q3.19b)

3.31   Total Children's Program Attendance (sum   1,944   *1,324*
of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.   Program(s) for children   Yes   Yes

b.   Program(s) for young adults   Yes   No

c.   Program(s) for Adults   No   No

d.   Summer Reading at New York Libraries   No   No
name and/or logo used

e.   Collaborative Summer Library Program   Yes   Yes
(CSLP Manual, provided through the New York
State Library, used)

f.   N/A   No   No

3.33	Library outlets offering the summer reading program	1	*1*
3.34	Children registered for the library's summer reading program	53	*42*
3.35	Young adults registered for the library's summer reading program	4	*0*
3.36	Adults registered for the library's summer reading program	0	*0*
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	57	*42*
3.38	Children's program sessions - Summer 2022	44	*57*

Note: Note: 2022 SR Programs: SR Summer Street Dance: 1 SR Take & Makes: 6 SR Short & Sweet for Babies: 6 SR Toddler & Preschool Storytime: 6 SR Niagara River Readers: 6 SR Storywalk: 6 SR Town of Porter: 5 SR LEGO Club: 8

3.39	Young adult program sessions - Summer 2022	2	*0*

Note: Note: 2022 SR Programs for Teens: SR Take & Makes for Teens: 2

3.40	Adult program sessions - Summer 2022	0	*0*
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	46	*57*
3.42	Children's program attendance - Summer 2022	1,424	*1,247*

Note: Note: 2022 SR Programs: SR Summer Street Dance: 350 SR Take & Makes: 240 SR Short & Sweet for Babies: 14 SR Toddler & Preschool Storytime: 150 SR Niagara River Readers: 120 SR Storywalk: 300 SR Town of Porter: 150 SR LEGO Club: 100

3.43	Young adult program attendance - Summer 2022	32	*0*

Note: Note: 2022 SR Programs for Teens: SR Take & Makes for Teens: 32

3.44	Adult program attendance - Summer 2022	0	*0*

3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,456	*1,247*

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1	*1*
3.47	Non-public school(s)	0	*0*
3.48	Childcare center(s)	1	*1*
3.49	Summer camp(s)	1	*1*
3.50	Municipality/Municipalities	1	*1*
3.51	Literacy provider(s)	0	*0*
3.52	Other (describe using the State note)	0	*1*
3.53	Total Collaborators (total 3.46 through 3.52)	4	*5*

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	*Y*

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	6	*8*

Note: Note: 2022 Programs: The Children's House storytimes: 6

b.	Focus on parents & caregivers	0	*0*

c.	Combined audience	83	*65*

Note: Note: 2022 Programs: Town of Porter: 66 SR Town of Porter: 5 SR Short & Sweet for Babies: 6 SR Toddler & Preschool Storytime: 6

d.	N/A	0	*0*

3.57	Total Sessions	89	*73*

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	144	*124*

Note: Note: 2022 Programs: Children's House storytimes: 144

b.	Focus on parents & caregivers	0	*0*

c.	Combined audience	1,238	*1,240*

Note: Note: 2022 Programs: Town of Porter: 924 SR Town of Porter: 150 SR Short & Sweet for Babies: 14 SR Toddler & Preschool Storytime: 150

d.	N/A	0	*0*

3.59	Total Attendance	1,382	*1,364*

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	No

d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	Yes

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No	*No*
3.62	Total group program sessions	N/A	*N/A*
3.63	Total one-on-one program sessions	N/A	*N/A*
3.64	Total group program attendance	N/A	*N/A*
3.65	Total one-on-one program attendance	N/A	*N/A*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	*N*
3.68	Children's program sessions	N/A	*N/A*
3.69	Young adult program sessions	N/A	*N/A*

3.70	Adult program sessions	N/A	*N/A*
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0	*0*
3.72	One-on-one program sessions	N/A	*N/A*
3.73	Children's program attendance	N/A	*N/A*
3.74	Young adult program attendance	N/A	*N/A*
3.75	Adult program attendance	N/A	*N/A*
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0	*0*
3.77	One-on-one program attendance	N/A	*N/A*

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.
DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y	*Y*
3.80	Total group program sessions	5	*1*

Note: Note: 2022 Programs: Tech classes (digital library, aid to boards): 5

3.81	Total one-on-one program sessions	17	*23*

Note: Note: 2022 One-on-One Program Sessions: Tech classes (digital library, aid to boards): 17

| 3.82 | Total group program attendance | 18 | *2* |

Note: Note: 2022 Program Attendance: One-on-One Tech Help: 18

| 3.83 | Total one-on-one program attendance | 18 | *23* |

Note: Note: 2022 Program Attendance: One-on-One Tech Help: 18

| 3.84 | Did your library offer teen-led activities during the 2022 calendar year? | N | *N* |

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

| 4.1 | Adult Fiction Books | 5,531 | *5,412* |

Note: Note: Adult Fiction: 5097 Young Adult: 434

| 4.2 | Adult Non-fiction Books | 2,988 | *2,316* |

| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 8,519 | *7,728* |

| 4.4 | Children's Fiction Books | 7,170 | *5,656* |

| 4.5 | Children's Non-fiction Books | 1,365 | *938* |

| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 8,535 | *6,594* |

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 17,054 | *14,322* |

CIRCULATION OF OTHER MATERIALS

| 4.8 | Circulation of Adult Other Materials | 3,979 | *3,307* |

Note: Note: Adult A/V: 2260 YA A/V: 0 Adult Periodicals: 1390 Other: 25 Misc: 12 Internet: 292

4.9	Circulation of Children's Other Materials	412		*99*

Note: Note: Juvenile A/V: 409 Juvenile Periodicals: 3

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,391		*3,406*
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	21,445		*17,728*

ELECTRONIC USE

4.12	Use of Electronic Material	3,014		*3,150*

Note: Note: Hoopla: 2524 total Jan: 171 Feb: 195 March: 213 April: 208 May: 218 June: 170 July: 207 Aug: 157 Sept: 157 Oct: 158 Nov: 165 Dec: 158 OverDrive: 837

4.13	Successful Retrieval of Electronic Information	0		*28*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	3,014		*3,178*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	24,459		*20,878*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	24,459		*20,906*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	8,947		*6,693*
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes		

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	1,796		*1,694*

Note: Note: 2022 Reference Transactions: Guesstimated at 1 per open hour: 1796

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
4.20	Does the library offer virtual reference?	Y	*Y*

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	3,476	*3,805*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	3,655	*2,192*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	*Y*
5.2	Online public access catalog (OPAC)?	Y	*Y*
5.3	Electronic access to the OPAC from outside the library?	Y	*Y*
5.4	Annual number of visits to the library's web site	21,900	*21,900*

Note: Note: guesstimated 50% growth in use for 2022 because the new website has more functionality and staff are pointing to resources on it more frequently: no tracking software on website: 21900

5.5	Does the library use Internet filtering software on any computer?	N	*N*
5.6	Does your library use social media?	Y	*Y*
5.7	Does the library file for E-rate benefits?	N	*N*

5.8 Is the library part of a consortium for E-rate benefits?	N	*N*
5.9 If yes, in which consortium are you participating?	N/A	*N/A*
5.10 Name of the person responsible for the library's Information Technology (IT) services	Justin Genter	*Justin Genter*
5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key)	(716) 434-6167	*(716) 434-6167*
5.12 IT contact's email address	jgent@nioga.org	*jgent@nioga.org*

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40	*40*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	1	*1*
6.3 Vacant Library Director (certified)	N/A	*N/A*
6.4 Librarian (certified)	N/A	*N/A*
6.5 Vacant Librarian (certified)	N/A	*N/A*
6.6 Library Manager (not certified)	N/A	*N/A*
6.7 Vacant Library Manager (not certified)	N/A	*N/A*
6.8 Library Specialist/Paraprofessional (not certified)	N/A	*N/A*

6.9   Vacant Library Specialist/Paraprofessional N/A   *N/A*
(not certified)

6.10   Other Staff   1.05   *1.18*

Note: Note: Total hours worked in 2022: 2183.75 M. Wessel: 500 C. Schemel: 713.25 M. Sherman: 970.5

6.11   Vacant Other Staff   N/A   *N/A*

6.12   TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)   2.05   *2.18*

6.13   VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)   0.00   *0.00*

SALARY INFORMATION

6.14   FTE - Entry Level Librarian (certified)   N/A   *N/A*

6.15   Salary - Entry Level Librarian (certified)   N/A   *N/A*

6.16   FTE - Library Director (certified)   1   *1*

6.17   Salary - Library Director (certified) $49,538   *$48,567*

6.18   FTE - Library Manager (not certified)   N/A   *N/A*

6.19   Salary - Library Manager (not certified)   N/A   *N/A*

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.   Is governed by written bylaws which   Y   *Y*
define the structure and governing functions of the
library board of trustees, and which shall be
reviewed and re-approved by the board of trustees at
least once every five years or earlier if required by
law.

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y		Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y		Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y		Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y		Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y		Y
7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y		Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*
10. Provides		
10a. a circulation system that facilitates access to the local library collection and other library catalogs	Y	*Y*
10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	*Y*
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	*Y*
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	*Y*
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	*Y*

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1	*1*
8.2 Branches	0	*0*

| 8.3 | Bookmobiles | 0 | *0* |
| 8.4 | Other Outlets | 0 | *0* |

| 8.5 | TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) | 1 | *1* |

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	36.00	*36.00*
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	*0.00*
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	*0.00*
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	36.00	*36.00*

8.10	Annual Total Hours - Main Library	1,795.50	*1,694.00*
8.11	Annual Total Hours - Branch Libraries	0.00	*0.00*
8.12	Annual Total Hours - Bookmobiles	0.00	*0.00*
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,795.50	*1,694.00*

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

| CV1 | Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? | No | *No* |

CV2   Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?   Yes   *Yes*

CV3   Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?   Yes   *Yes*

CV4   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   Yes   *Yes*

CV5   Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?   Yes   *Yes*

CV6   Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?   Yes   *Yes*

CV7   Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?   Yes   *Yes*

CV8   Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?   No   *No*

CV9   Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19   0   *17*

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Youngstown Free Library	*Youngstown Free Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	240 Lockport Street	*240 Lockport Street*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Youngstown	*Youngstown*
6.	Zip Code	14174	*14174*
7.	Phone (enter 10 digits only)	(716) 745-3555	*(716) 745-3555*
8.	Fax Number (enter 10 digits only)	(716) 745-7122	*(716) 745-7122*
9.	E-mail Address	yfl@nioga.org	*yfl@nioga.org*
10.	Outlet URL	www.youngstownfreelibrary.org	*www.youngstownfreelibrary.o*️
11.	County	Niagara	*Niagara*

12.	School District	Lewiston-Porter	*Lewiston Porter*
13.	Library System	Nioga Library System	*Nioga Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	1,796	*1,694*
16.	Number of Weeks This Outlet is Open	52	*52*
16a	Number of weeks an outlet closed due to COVID-19	0	*0*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*17*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	N	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	30	*14*

Note: 2022 Programs: Friends meetings: 10 Friends parade prep: 3 Mailing organization: 2 Lewiston Writers' Group: 12 Lions: 1 Interview: 1 Christmas in the Village: 1

20.	Enter the appropriate outlet code (select one):	LR	*LR*
21.	Who owns this outlet building?	Village	*Village*
22.	Who owns the land on which this outlet is built?	Village	*Village*
23.	Indicate the year this outlet was initially constructed	1892	*1892*

24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	1993	*1993*
25.	Square footage of the outlet	2,673	*2,673*
26.	Number of Internet Computers Used by General Public	3	*2*
27.	Number of uses (sessions) of public Internet computers per year	292	*220*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	*CT - Annual Count*
28.	Type of connection on the outlet's public Internet computers	Cable	*Cable*
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	*7 Greater than or equal to 10 mbps and less than 15 mbps*
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	*3 Greater than or equal to 768 kbps and less than 1.5 mbps*
31.	Internet Provider	Spectrum/Time Warner Cable	*Spectrum/Time Warner Cable*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Wireless Sessions	7,184	*6,776*

Note: Note: Estimated at 4 devices per open hour: 1796 x 4 = 7184

33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*N*
36.	Does your **outlet** have a Makerspace?	N	*N*
37.	*LIBID*	5200407250	*5200407250*
38.	*FSCSID*	NY0406	*NY0406*
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*
40.	*Outlet Structure Status*	00 (for no change from previous year)	*00 (for no change from previous year)*

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	*Y*

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	County	*Town*
2.	Name of funding County, Municipality or School District	Niagara	*Town of Porter*
3.	Amount	$7,102	*$65,219*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*N*
5.	Written Contractual Agreement	Y	*Y*

		Town	County
1.	Source of Funds	Town	*County*
2.	Name of funding County, Municipality or School District	Porter	*Niagara County*
3.	Amount	$70,000	*$7,814*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*N*
5.	Written Contractual Agreement	Y	*Y*
1.	Source of Funds	Village	*Village*
2.	Name of funding County, Municipality or School District	Youngstown	*Village of Youngstown*
3.	Amount	$1,000	*$1,000*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*N*
5.	Written Contractual Agreement	Y	*Y*
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$78,102	*$74,033*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,430	*$1,260*
11.4	Record all Central Library Services Aid monies received from system headquarters	$0	*$0*
11.5	Additional State Aid received from the System	$0	*$0*
11.6	Federal Aid received from the System	$0	*$0*
11.7	Other Cash Grants	$3,317	*$600*

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$4,747	*$1,860*

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0	*$0*

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0	*$0*
11.11	Other Federal Aid	$12,290	*$6,753*

Note: Employee retention credits

11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$12,290	*$6,753*
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0	*$0*

OTHER RECEIPTS

11.14	Gifts and Endowments	$14,999	*$11,125*
11.15	Fund Raising	$30,712	*$24,130*
11.16	Income from Investments	$1,494	*$2,197*
11.17	Library Charges	$2,313	*$762*
11.18	Other	$14,640	*$9,845*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$64,158	*$48,059*

11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$159,297	*$130,705*
11.21	**BUDGET LOANS**	$0	*$0*

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0	*$0*
11.23	From Other Funds	$0	*$0*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0	*$0*
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$278,889	*$295,161*
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$438,186	*$425,866*

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$49,538	*$49,247*

12.2	Other Staff	$29,777	*$33,303*
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$79,315	*$82,550*
12.4	**Employee Benefits Expenditures**	$11,845	*$12,000*
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$91,160	*$94,550*

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$9,243	*$16,643*

Note: Large expenditure in previous year means not as much needed to be spent in current year.

12.7	Electronic Materials Expenditures	$4,894	*$4,543*
12.8	Other Materials Expenditures	$5,904	*$5,277*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$20,041	*$26,463*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0	*$0*
12.11	From Other Funds (71OF)	$267	*$2,190*
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$267	*$2,190*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0	*$0*
12.14	From Other Funds (72OF)	$386	*$519*
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$386	*$519*

12.16	Other Disbursements for Operation & Maintenance of Buildings	$3,836	*$2,607*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$4,222	*$3,126*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$2,597	*$4,064*
12.19	Telecommunications	$1,200	*$1,169*
12.20	Postage and Freight	$44	*$851*
12.21	Professional & Consultant Fees	$3,498	*$4,493*
12.22	Equipment	$31	*$0*
12.23	Other Miscellaneous	$750	*$3,384*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$8,120	*$13,961*

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$7,419	*$6,687*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0	*$0*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$0	*$0*

Other Loans

12.29	Budget Loans (Principal and Interest)	$0	*$0*
12.30	Short-Term Loans	$0	*$0*
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0	*$0*
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$131,229	*$146,977*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0	*$0*
12.34	From Other Funds (76OF)	$0	*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0	*$0*
12.36	**Transfer to Other Funds**	$33,000	*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$33,000	*$0*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$164,229	*$146,977*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$273,957	*$278,889*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$438,186	*$425,866*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/27/2023	*03/28/2022*

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	N/A	*N/A*
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A	*N/A*
12.44	Indicate type of audit (select one):	N/A	*N/A*

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	*N*

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$0	*$0*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0	*$0*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0	*$0*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$0*

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as $0   *$0*
Question 12.35)

13.9   **TOTAL REVENUES** (Add Questions $0   *$0*
13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS** $0   *$0*

13.11   **TOTAL CASH RECEIPTS** (Add $0   *$0*
Questions 13.9 and 13.10)

13.12   BALANCE IN CAPITAL FUND - $0   *$0*
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal
year has not changed)

13.13   **TOTAL CASH RECEIPTS AND** $0   *$0*
BALANCE(Add Questions 13.11 and 13.12; same
as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE
NEAREST DOLLAR. Please click here to read general instructions before completing this
section.**

PROJECT EXPENDITURES

14.1	Construction	$0	*$0*
14.2	Incidental Construction	$0	*$0*

Other Disbursements

14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*

14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0	*$0*
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0	*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0	*$0*
14.11	**BALANCE IN CAPITAL FUND -** Ending Balance for the Fiscal Year Ending 2022	$0	*$0*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0	*$0*

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.00	*1.00*
16.2	Total Librarians	1.00	*1.00*
16.3	All Other Paid Staff	1.05	*1.18*
16.4	Total Paid Employees	2.05	*2.18*
16.5	State Government Revenue	$1,430	*$1,260*

16.6	Federal Government Revenue	$12,290	*$6,753*
16.7	Other Operating Revenue	$67,475	*$48,659*
16.8	Total Operating Revenue	$159,297	*$130,705*
16.9	Other Operating Expenditures	$19,761	*$23,774*
16.10	Total Operating Expenditures	$130,962	*$144,787*
16.11	Total Capital Expenditures	$267	*$2,190*
16.12	Print Materials	20,163	*20,748*
16.12a	Total Physical Items in Collection	23,747	
16.13	Total Registered Borrowers	1,714	*1,807*
16.14	Other Capital Revenue and Receipts	$0	*$0*
16.15	Number of Internet Computers Used by General Public	3	*2*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	292	*220*
16.17	Wireless Sessions	7,184	*6,776*
16.18	Total Capital Revenue	$0	*$0*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	5200407250	*5200407250*
17.2	*Interlibrary Relationship Code*	ME	*ME*
17.3	*Legal Basis Code*	NP	*NP*
17.4	*Administrative Structure Code*	SO	*SO*

17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	OTH	OTH
17.7	FSCS ID	NY0406	NY0406
17.8	SED CODE	400301700015	400301700015
17.9	INSTITUTION ID	800000041701	800000041701

**BY-LAWS OF THE
~~~~~~~ BOARD OF TRUSTEES ~~~~~~~**

These by-laws 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 by-laws and direct its actions toward the achievement of the Library's mission and goals.

Article 1**. Name of Organization**
   A.   The Name of the organization shall be the Youngstown Free Library.

Article **2. Purpose**
   A.   The purpose of the organization is to provide superior library service to the residents, adults and children to the residents of the communities of the Village of Youngstown and the Town of Porter.

Article **3. Fiscal**
   A.   The fiscal year of the library shall be January 1.

Article   **4. Board of Trustees**

   A.   Membership and Terms

   1.   The Library shall be governed by a Board of Trustees. The Board shall consist of 9 to 13 trustees who will be elected at the Annual Meeting of the Youngstown Free Library Association (Association)
   2.   The term of office for an elected trustee will be 3 years and the election will be arranged so that all terms do not expire during the same year.
   3.   Trustees will be limited to three (3) successive three (3) year terms. An individual may be re-elected to the Board after an absence of one (1) 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).

Amended to read:

Article   **4. Board of Trustees**

   6.   Membership and Terms

   1.   The Library shall be governed by a Board of Trustees. The Board shall consist of 6 to 13 trustees who will be elected at the Annual Meeting of the Youngstown Free Library Association (Association)

Second Necessary change:

Article II.   Meetings
   A.   Regular Meetings

1. The Board will meet no fewer than eight (8) each year; the dates and times will be established at the first meeting of the year.
2. The quorum shall be 5 for a 9-member Board; 5 for a 10-member Board; 6 for an 11-member Board; 6 for a 12-member Board; 7 for a 13-member Board required for the transaction of business. A simple majority of the whole Board (including vacancies) is required for any motion to pass. 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.

Amended to read:

Article II.   Meetings
   A.   Regular Meetings
      1. The Board will meet no fewer than eight (8) each year; the dates and times will be established at the first meeting of the year.

      2. The quorum shall be 4 for a 6-member Board; 4 for a 7-member Board; 5 for an 8-member Board; 5 for a 9-member Board; 5 for a 10-member Board; 6 for an 11-member Board; 6 for a 12-member Board; 7 for a 13-member Board required for the transaction of business. A simple majority of the whole Board (including vacancies) is required for any motion to pass. 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.

Justification for the change:

With only 6 members current, we do not meet the established number of 9 as set forth in our By Laws. While vacancies should be filled as soon as possible, it seems prudent at this time to change the By Laws.

Any help with this,, will be appreciated. Karran