



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

ANNUAL BOARD MEETING

DATE: January 24, 2022

TIME: 6:30 p.m.

Present: Sonora Miller, Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Mary Clinch, Dave Smith, Claudia Andres, Devon Tower

Absent: Barb Costello

Call to Order: 6:32pm

Minutes of the January 2021 Annual Meeting

- A motion was made by Paul Inskeep and seconded by Maggie Steyn to accept the 2021 Annual minutes as presented. The minutes were accepted.

Election of New Board of Trustees

- Vice President Paul Inskeep has served the maximum three terms and will be leaving the Board of Trustees. Fellow Board members expressed their gratitude for his hard work, professionalism, and kindness during his term.
- President Sean Scarisbrick submitted a letter of resignation from the Board. Sean gave his thanks to the Board for the experiences he had while serving as President.
- A motion was made by Dave Smith to accept the resignation. Seconded by Mary Beth Smith. Motion passed.

ANNUAL REPORTS

Library Director Report

Director Sonora Miller shared that the Library accomplished tasks from each of its four goals in its 2018-2023 Strategic Plan during the 2021 year.

Goal 1: Sustainability

- Developed its technology to provide the majority of library programming via a hybrid model
- Updated its air circulation system
- Received grant from NYS CARES program used to purchase supplies and air purifiers as related to the COVID-19 pandemic
- Received final 10% of funding from 2019 Construction Grant and funds were used to pay for three air conditioning units in the Library

- The Friends of the Library were essential to the support of purchasing the donation software, Network for Good.

Goal 2: Responsiveness to the Community

- The Library's consistency in masking policies since 3/2020 has allowed community to visit and know what to expect during their visit.
- The Library has prioritized flexibility in its programming options.
- The Library received a grant for \$300 from NIOGA to help fund the 2021 Summer Reading Program.
- The Library received a grant from NIOGA for \$461 for adult literacy materials.

Goal 3: Transparency and Communication

- Active and responsive presence on social media networks, which is also used as a tool to share resources for community information like vaccine clinics and school information
- The Library continues its Silver Seal of Transparency from Guidestar

Goal 4: Partnership and Collaboration

- Afternoon Book Club meets at the Lewiston Senior Center
- Director presented at a Lions Club meeting regarding Library services and its budget
- The Library was an active member of the YBPA
- The Library purchased a family membership to Old Fort Niagara, thanks to the Friends' funding
- Director organized book voting at the Library for the annual, district-wide reading program

The Volunteer Program also restarted in October. Sonora encouraged interested persons to reach out if they are interested in volunteering.

Financial Report

Treasurer Maggie Steyn presented the Financial Report.

- Overall the revenue was roughly 18,500 over budget.
- All expenses were kept on/under budget, with roughly \$13,000 less being spent than was budgeted.
- Ended with a net positive gain of \$220.61.
- Big thanks to Sonora for her diligence with minimizing costs and thanks to the Friends of the Library for their generous support.

Investment Report

Treasurer Maggie Steyn presented the Investment Report.

- Assets are held at KeyBank and at Morgan Stanley.
- Investment-interest-income cannot offset increased operating expenses and the Board should continue to investigate alternative sustainable sources of revenue-stream.
- In 2022, it was encouraged the Board decide to commit to a Foundation which should offer more aggressive investment instruments that are available to an association library.

Vice President's Report

Vice President Paul Inskip gave many thanks for the members of the Board of Trustees for their hard work throughout the year. Expressed thanks for members of the Personnel, Finance and Sustainability/Space committees for their time and dedication.

Friends of the Library Report

Friends President Keith Hartloff's 2021 Annual Report was shared with the Board of Trustees. He noted many challenges during the 2021 year due to the COVID-19 pandemic. The Friends were fortunate to hold Spring and Fall Book Sales which was well-run and has high hopes for the return of traditional events this year.

Sustainability Report

Trustees Board Member Claudia Andres and Sustainability Committee Chair presented the Sustainability Report. Other committee members include Barb Costello, Paul Inskip, Sean Scarisbrick, Dave Smith and Maggie Steyn.

SPACE

- In 2021, several locations were explored as options for an updated Library. The committee feels no move should be considered until the current budget is stable with additional funds set aside each year.

GRANTS

- Exploration of future grants will be tasked to the future Grant Writing Committee
- Paul Inskip and Maggie Steyn enrolled in grant writing course offered through Lewiston Porter Community.

FUNDRAISERS

- Goal of three large, annual fundraisers to occur
- Fundraisers for 2022 include 5K Run, Somewhere Party Fundraiser, and one more fundraiser TBD

FLYERS

- Flyers were created this year to inform people of events and how to donate. This will be continued this year.

WEBSITE

- Mary Beth Smith currently working on updating the website for donations.

LETTER CAMPAIGNS

- Sean Scarisbrick, Dave Smith, and Maggie Steyn ran a successful letter campaign that increased revenue.
- Committee feels this approach should continue in 2022 to keep people aware of the need for support.

INVESTMENTS

- Committee recommends that current investments could be better placed and the exploration of the Foundation should be resurrected.

OLD BUSINESS: None

NEW BUSINESS

Approval of Authorization of Prepaid or Reoccurring Expenses (Maggie Steyn)

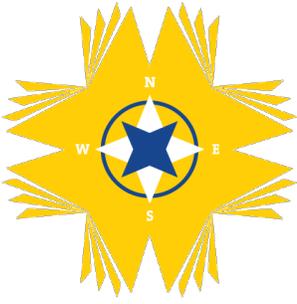
- A motion was made by Maggie Steyn to approve the pre-approval payment of the following schedule of reoccurring obligations for the fiscal year so that they may be paid as they become due without further approval from the Board. The motion was seconded by Karran Swayze. Motion passed.

Motion was made by Paul Inskeep to adjourn the meeting and seconded by Dave Smith. The meeting was adjourned at 7:05pm.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



Youngstown Free Library

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

Director's Report

Annual 2021

In 2021, the Library accomplished tasks from each of its four goals in its 2018-2023 Strategic Plan.

GOAL 1: SUSTAINABILITY

“Ensure sustainable building and physical needs for the long-term future.”

In 2021, the Library developed its technology to provide the majority of library programming in a hybrid model (both live and Zoom options for participants). These tech tools (projector, speaker, microphone, and computer) are a combination of purchases, gifts, and loans from Nioga.

The Library further updated its air circulation system with a second Medify MA-112 air purifier for the Library's Programming Room. This HEPA H13 air purifier circulates 2,400 square feet per hour, and it is a vital tool in reducing virus transmission during live programming.

The Library received a grant for \$681 from the NYS CARES program. The objective of this program was to provide funding to reimburse costs related to the COVID crisis, such as cleaning supplies and air purifiers.

Finally, the Library received the final 10% of funding from the 2019 Construction Grant we were awarded in order to pay for the three air conditioning units in the Library.

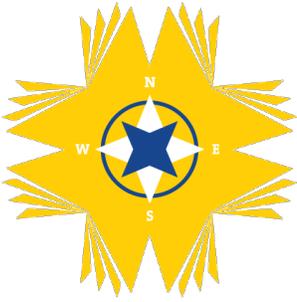
“Support the health and work of the Friends of the Library.”

For sustainability of support, the Friends are essential to the Library. To support the Friends, our donation software, Network for Good, was extended to the Friends to allow them to collect memberships and donations online. This service allows the Friends to easily accept support from non-locals and those who are beyond the Friends' current membership lists.

GOAL 2: RESPONSIVENESS TO THE COMMUNITY

“Create an environment that encourages all members of the community to participate, making it a valuable center of the community.”

Since May, the building doors have been unlocked, allowing the Library to return to the center of the community. The Library's consistency in masking policies since March 2020 allows the community to plan their visits knowing what to expect and how their health will be protected. This is especially important today in building trust that the environment is reliably safe for the public.



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In addition, the Library has prioritized flexibility in its programming options in order to encourage all members of the community to participate. By adding Zoom options to the majority of programs, participants could choose to attend in the way they felt most comfortable.

Provide or host Library programs that respond to community requests and interests.”

The Library received a grant for \$300 from Nioga to help fund the 2021 Summer Reading Program.

In 2021, the Library provided programs for all ages, both in-person and via Zoom. Popular adult programs included Evening Book Club and Afternoon Book Club, with a survey in fall 2021 indicating that book club members were interested in starting a third book club! This Non-Fiction Book Club will have its inaugural meeting in February 2022.

Some of the Library’s children’s programs were held year-round, such as Town of Porter Story Hour. Other programs were specific to the Summer Reading Program, such as Words with Birds, outdoor storytimes, weekly storywalks in Falkner Park, and challenge courses in Fort Niagara.

Finally, this was the first year of having a Winter Reading Program at the Youngstown Free Library. It featured Take and Make craft kits, Noon Year’s Eve Party, and reading challenges. This WRP was developed in response to community requests for a children’s reading program and challenge during Winter Break.

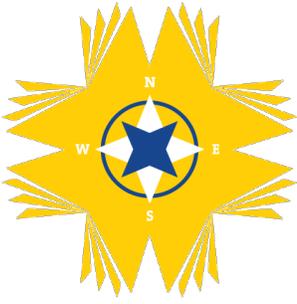
“Provide Library materials that respond to community interests and requests.”

The Library received a grant from Nioga for \$461 for adult literacy materials. These funds were used for services, materials, or programming to support the unemployed or underemployed in the community.

With the support of the Friends, the Library was able to update many topics in its juvenile non-fiction collection, increase popular titles in its juvenile fiction collection, and spend generously on the Library’s popular magazine collection. These three collections are our most popular for browsing, rather than focused searching. Browsing collections like these suffered for the 2020-2021 years when the Library was not open for general browsing hours, so it’s helped to refresh these sections now that the public can appreciate the new titles.

“Provide Library services that respond to community needs.”

In spite of the pandemic, the majority of Library services were able to continue. Due to popular requests, the Library continued its annual display of free tax forms and instruction booklets for checkout. Computers were available for use, as well as our printing, copying, and faxing services. The Nearly New Book Sale continues to offer brand new books for one dollar each, a popular request in our community.



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New services have been added to the Library this year. The Library now offers free battery recycling (both rechargeable and single-use) in the Magazine Room. The Library now offers a “Boredom Busters Bookcart” filled with jigsaw puzzles, sudoku books, and crossword puzzle books, all free for the taking!

GOAL 3: TRANSPARENCY AND COMMUNICATION

“Originate, facilitate, and operate a broad cross-community information exchange to enlighten and inform the community.”

The Library operates an active and responsive presence on social media networks. News, programs, community alerts, and photos continue to enlighten and inform this growing community.

Facebook saw an increase from 989 followers to 1,099 followers:
<https://www.facebook.com/youngstownfreelibrary/>

Instagram saw an increase from 452 followers to 538 followers:
<https://www.instagram.com/youngstownfreelibrary>

“Ensure all modes of dispersing information about the Library are accessible, transparent, up-to-date, and accurate.”

The Library continues its Silver Seal of Transparency from Guidestar. Sharing information about the Library’s finances and leadership allows more people to have access to quality information about the Youngstown Free Library.

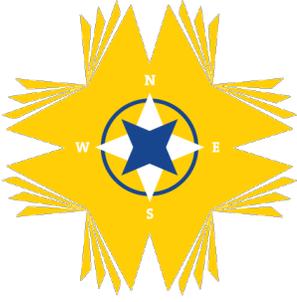
“Anticipate and provide for community information needs.”

The Library’s Facebook account has been a tool in sharing resources for community information. From vaccine clinics to school information, the Library is regularly sharing resources to provide for community information needs in this uncertain time.

GOAL 4: PARTNERSHIPS AND COLLABORATION

“Strengthen the position of the Library within the Youngstown community with ongoing partnerships and collaboration with government, organizations, businesses, and individuals.”

In 2021, the Library continued to collaborate beyond the Library walls. The Afternoon Book Club meets at the Lewiston Senior Center, and that partnership with them has increased the visibility of the Library in the senior community.



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Director Sonora Miller was invited to present at a Lions Club meeting for a second time, and her presentation about Library services and its budget hopefully helped to answer questions about the Library's offerings and its need for financial support.

In the business environment, the Library was an active member of the Youngstown Business and Professional Association. The Friends' funding allowed the Library to purchase a family membership to Old Fort Niagara, so we are honored to be able to share that resource with the community.

Another year of "One District, One Book" was held in winter and spring of 2021. This annual, district-wide reading program partners schools with community businesses and libraries to read a single book together. As a member of the committee, I organized book voting at the Library, read aloud a book chapter for the District's website, and represented the Library throughout this successful online program for *Fenway and Hattie*.

Respectfully submitted,

Sonora R. Miller
Library Director

FINANCIAL REPORT
for the
ANNUAL MEETING – January 24th, 2022

The 2021 Budget was again planned as a deficit budget, with projected expenses being **\$30,847** above projected income.

With a series of actions in the latter part of the year – raising the ‘suggested’ minimum Fund Drive donation to \$100 from \$35 and some aggressive and creative actions from the Sustainability Committee, we realized an additional +\$8,000 over budget in Fund Drive contributions and +\$7,000 in Gifts to the Library. In addition, we received an extra \$4,000 in funding from our share of County revenue, due, we think, in demonstrating our willingness to continue to invest in our Library collection.

Overall our Revenue was some \$18,500 over budget.

All Expenses were kept on or under Budget in all line-items; overall we spent some \$13,000 less than budgeted.

In Summary, we ended with a net positive gain of **\$220.61**

Total Revenue	\$142,131.81
Total Expenditure	\$141,911.20
Net Gain (Loss)	\$220.61

Once again, Sonora worked diligently to minimize costs where possible, while keeping the Library supplied with the additional items necessary to keep the Library a safe and welcoming place for our patrons.

This result would also not have been possible without the very generous support of the Friends. Even though their fund-raising activities this year have been severely curtailed, they still were able to pay for many of our magazine and periodical subscriptions, buy bean bags for the Children’s room and many other items including a new laptop for the Director. (They also again matched our gift of \$750 for the Ruby Carey Scholarship winner.)

Respectfully submitted,
Maggie Steyn
Treasurer
January 24th, 2022

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at December 31st, 2021
YEAR-END

YOUNGSTOWN FREE LIBRARY 2021	Budget for 2021	Actuals 11/01/2021 - 11/30/2021	Actuals 12/01/2021- 12/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE						s/b 100%
PORTER	\$65,000			\$65,219.00	-\$219.00	100.34%
COUNTY	\$3,786			\$7,814.00	-\$4,028.00	206.39%
VILLAGE	\$1,000			\$1,000.00	\$0.00	100.00%
AID	\$776			\$1,260.00	-\$484.00	162.37%
INITIATIVE	\$0			\$0.00	\$0.00	
FRIENDS	\$10,000			\$9,730.00	\$270.00	97.30%
FINES/ COPIER/ FAX	\$2,400	\$224.14		\$761.70	\$1,638.30	31.74%
INTEREST	\$2,000	\$6.96	\$1.11	\$2,196.57	-\$196.57	109.83%
GIFTS	\$4,000	\$100.26		\$11,309.80	-\$7,309.80	282.75%
ANNUAL DRIVE	\$16,000	\$8,695.00		\$24,130.00	-\$8,130.00	150.81%
MISCELLANEOUS	\$100	\$24.07		\$115.74	-\$15.74	115.74%
GRANT FUNDS	\$500			\$600.00	-\$100.00	120.00%
PPP GRANT INCOME	\$17,995			\$17,995.00		
TOTAL REVENUE	\$123,557	\$9,050.43	\$1.11	\$142,131.81	-\$18,574.81	115.03%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at December 31st, 2021
YEAR-END

<u>EXPENDITURE</u>	Budget for 2021	Actuals 11/01/2021 - 11/30/2021	Actuals 12/01/2021- 12/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PERSONNEL						
SALARIES (GROSS) - Active	\$85,798	\$6,332.67	\$9,762.54	\$82,549.52	\$3,248.48	96.21%
HEALTH BENEFIT	\$4,000	\$307.70	\$461.55	\$4,000.10	-\$0.10	100.00%
SOCIAL SECURITY & MEDICARE	\$6,870	\$508.00	\$342.16	\$6,347.99	\$522.01	92.40%
CONTINUING ED. , NETWORKING, MILEAGE	\$500			\$50.00	\$450.00	10.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$510		\$153.23	\$473.89	\$36.11	92.92%
SALARIES (CHRISTMAS BONUS)	\$250		\$772.00	\$772.00	-\$262.00	151.37%
TOTAL PERSONNEL	\$98,438	\$7,148.37	\$11,743.27	\$94,430.29	\$4,007.71	95.93%
LIBRARY MATERIALS & SERVICES						
DIGITAL/AUDIO VISUAL MATERIALS	\$10,881	\$347.10	\$609.57	\$6,976.43	\$3,904.57	64.12%
BOOKS	\$8,500	\$899.49	\$2,104.87	\$8,722.63	-\$222.63	102.62%
COMPUTER SOFTWARE	\$300			\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,100			\$3,415.75	\$684.25	83.31%
BOOK PROCESSING & PROGRAMMING	\$1,680	\$72.29	\$227.43	\$1,560.38	\$119.62	92.88%
PUBLICITY & PROMOTION (incl. NFG)	\$1,980	\$7.48	\$95.24	\$1,499.18	\$480.82	75.72%
COPIER LEASE & USAGE	\$400	\$1,200.00		\$1,220.00	-\$820.00	305.00%
POSTAGE	\$1,230	\$64.05	\$110.31	\$867.69	\$362.31	70.54%
INTERNET/PHON	\$290	\$244.00	\$4.05	\$401.00	-\$111.00	138.28%
TOTAL LIBRARY MATERIALS & SERVICES	\$560	\$71.49	\$72.44	\$584.68	-\$24.68	104.41%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,921	\$2,905.90	\$3,223.91	\$25,247.74	\$4,673.26	84.38%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at December 31st, 2021
YEAR-END

OPERATING EXPENDITURE	Budget for 2021	Actuals 11/01/2021 - 11/30/2021	Actuals 12/01/2021- 12/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,295	\$607.91	\$607.91	\$6,687.01	\$607.99	91.67%
OFFICE SUPPLIES	\$1,600	\$82.59	\$904.36	\$1,406.49	\$193.51	87.91%
HOUSEKEEPING	\$100		\$223.59	\$249.59	-\$149.59	249.59%
INSURANCE	\$4,900			\$3,754.43	\$1,145.57	76.62%
RENT	\$1			\$1.00	\$0.00	100.00%
(SPACE) - Sonitrol	\$1,150		\$519.48	\$519.48	\$630.52	45.17%
COPIER LEASE & USAGE	\$1,230	\$64.06	\$110.31	\$867.75	\$362.25	70.55%
POSTAGE	\$290	\$244.00	\$20.70	\$409.70	-\$119.70	141.28%
INTERNET/PHONE	\$560	\$71.49	\$72.43	\$584.62	-\$24.62	104.40%
TOTAL OPERATING	\$17,126	\$1,070.05	\$2,458.78	\$14,480.07	\$2,645.93	84.55%
COVID-19 Expenses						
LIBRARY MATERIALS & PROCESSING	\$2,000			\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	\$1,000	\$231.65		\$1,009.97	-\$9.97	101.00%
CALL FORWARD	\$500			\$0.00	\$500.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$3,500.00	\$231.65	\$0.00	\$1,019.96	\$2,480.04	29.14%
CAPITAL EXPENDITURE	Budget for 2021					
TECHNOLOGY	\$1,000	\$1,079.99	-\$80.00	\$1,098.99	-\$98.99	109.90%
iROOMBA & 2nd MEDIFY	\$0		\$965.50	\$1,091.48	-\$1,091.48	0.00%
CAPITAL EXPENDITURES	\$1,000	\$1,079.99	\$885.50	\$2,190.47	-\$1,190.47	219.05%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
as at December 31st, 2021
YEAR-END

MISCELLANEOUS	Budget for 2021	Actuals 11/01/2021 - 11/30/2021	Actuals 12/01/2021- 12/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Used
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,709	\$215.00	\$225.00	\$3,050.00	\$659.00	82.23%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$225.00	\$2,545.00	\$35.00	98.64%
INCL FED & STATE TAX PAYMENTS	\$260			\$60.00	\$200.00	23.08%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$377			\$45.00	\$332.00	11.94%
4. 990 PREPARATION & DEPRECIATION	\$400			\$400.00	\$0.00	100.00%
5. W-2 PREPARATION	\$50			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0			-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	\$200			\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	\$500			\$409.75	\$90.25	81.95%
BANK FEES & CHARGES	\$10			\$2.92	\$7.08	29.20%
MISC - OTHER	\$0			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,419	\$215.00	\$225.00	\$4,542.67	-\$123.67	102.80%
TOTAL OPERATING	\$154,404	\$12,650.96	\$18,536.46	\$141,911.20	\$12,492.80	91.91%
Net Gain (Loss)	-\$30,847	-\$3,600.53	-\$18,535.35	\$220.61	-\$31,067.61	

SUMMARY

TOTAL REVENUE:	\$142,131.81
TOTAL EXPENDITURE:	\$141,911.20
Net Gain (Loss):	\$220.61

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: December 31st, 2021**

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$15,106.46
FICA Receivable	\$612.02
Morgan Stanley - 178- Acct	\$262,614.80
Morgan Stanley (Scholarship)	\$1,068.20

TOTAL CURRENT ASSETS **\$279,501.48**

FUND BALANCES

Unrestricted

General (Operating)	\$9,029.28
Sustainability/Foundation	\$100,000.00

Total Unrestricted Funds **\$109,029.28**

Restricted

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,068.20
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
Total Restricted Fund Balance	\$170,472.20

TOTAL FUND BALANCES **\$279,501.48**

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: December 31st 2020**

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$30,310.92
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$263,052.09
Morgan Stanley (Scholarship)	\$1,698.06

TOTAL CURRENT ASSETS **\$295,161.07**

FUND BALANCES

Unrestricted

General (Operating)	\$26,373.02
Long Term Plan	\$95,064.55
Gifts/Grants	
Ortt Bullet Funds (2019)	\$5,000.00
CARES Act Stimulus Grant (20	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44

Total Unrestricted Funds **\$131,955.01**

Restricted

←----- Reset ----->	Operating Reserve	\$146,508.00
<i>Budget for New Year</i>	Scholarship (Ruk	\$1,698.06
	Gifts - Staff Xmas Bonuses (\$300	\$0.00
	Gifts/Grants (Children's Room)	\$15,000.00
	Total Restricted Fund Balance	\$163,206.06

TOTAL FUND BALANCES **\$295,161.07**

INVESTMENT REPORT
for the
ANNUAL MEETING – January 24th, 2022

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

We have 2 Morgan Stanley accounts; one holds the majority of the Library's savings, whilst the second has the balance of the Ruby Carey Scholarship fund. This year we again awarded \$750 to the scholarship winner, leaving us with a balance in that account of just over one thousand dollars. This balance is held as cash.

The balance of our savings account with Morgan Stanley is held in a series of laddered CDs as well as realizable funds held in their Preferred Savings Plan. Neither of these holdings are garnering significant interest as is typical in the current financial climate.

In fact, the overall value of our savings portfolio as at December 2021 has actually decreased when considering the fair market value of those holdings (-\$437.29).

I believe we still have a healthy savings reserve, but as noted, investment-interest-income cannot offset increased operating expenses. We need to continue to investigate alternative sustainable sources of revenue-stream.

In 2021, we decided to divert the \$100,000 possibly identified for investment in a Foundation, to be set aside instead for possible capital expenditure as we sought new Library space.

In 2022, I think we should decide to commit to a Foundation which should be able to offer more aggressive investment instruments that are available to an Association Library.

Respectfully submitted,

Maggie Steyn
Treasurer
January 24th, 2022

MORGAN STANLEY HOLDINGS as at 12-31-2021
showing CD Maturity Dates

(1) MORGAN STANLEY (Reserve Funds Account)

2022												2023											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
36 month - \$20,000 - 2.80% 2/28/22																							
24 month - \$20,000 - 0.35% 6/01/23																							
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24 month - \$20,000 - 0.40% 10/20/23																							
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24 month - \$20,000 - 0.40% 10/20/23																							
24 month - \$20,000 - 0.50% 12/01/23																							
24 month - \$20,000 - 0.50% 12/01/23																							
24 month - \$20,000 - 0.50% 12/01/23																							
												36 month - \$20,000 - 0.65% 10/21/24 -----> ----->											
												36 month - \$20,000 - 0.65% 10/21/24 -----> ----->											

Sum of CDs: Approx.	\$240,000
Preferred Savings Promotional Deposit:	\$21,600
Cash:	\$1,000

Approx Total:	\$262,600
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(2) MORGAN STANLEY (Ruby Carey Scholarship Account)

Approx Total (Cash Only):	\$1,068
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Account Summary

Active Assets Account

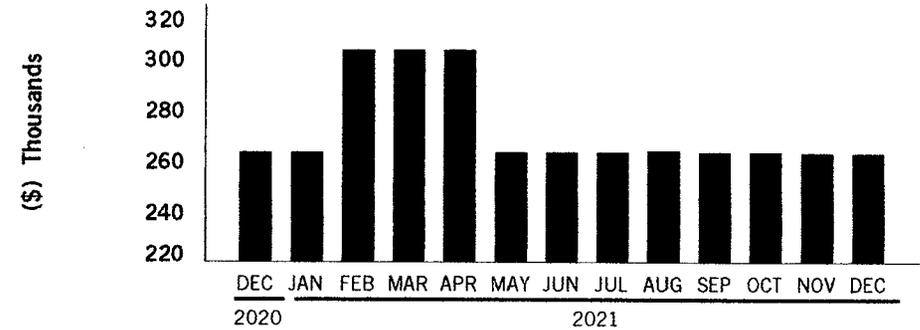
YOUNGSTOWN FREE LIBRARY
ATTN THE TREASURER

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (12/1/21-12/31/21)	This Year (1/1/21-12/31/21)
TOTAL BEGINNING VALUE	\$262,867.70	\$263,052.09
Credits	—	40,000.00
Debits	—	(40,000.00)
Security Transfers	—	—
Net Credits/Debits/Transfers	—	—
Change in Value	(252.90)	(437.29)
TOTAL ENDING VALUE	\$262,614.80	\$262,614.80

MARKET VALUE OVER TIME

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

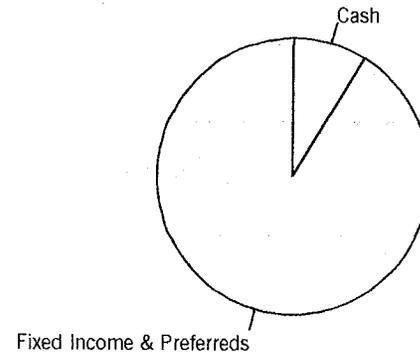


This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$22,882.05	8.71
Fixed Income & Preferreds	239,732.75	91.29
TOTAL VALUE	\$262,614.80	100.00%

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.



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.

041862 MSGDD246 010676



Account Summary

Basic Securities Account

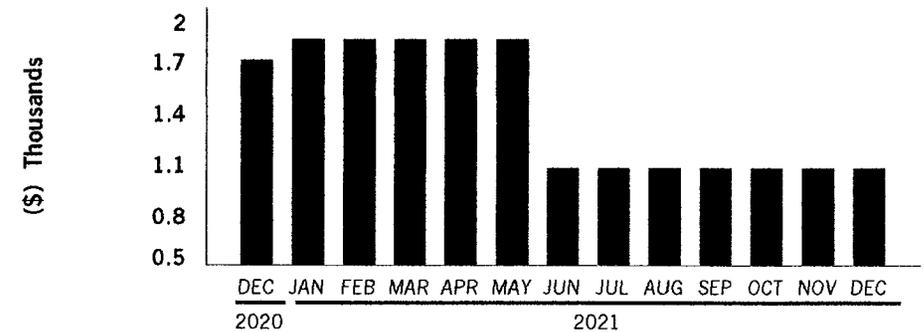
YOUNGSTOWN FREE LIBRARY
RUBY CAREY SCHOLARSHIP

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (10/1/21-12/31/21)	This Year (1/1/21-12/31/21)
TOTAL BEGINNING VALUE	\$1,068.18	\$1,698.06
Credits	—	—
Debits	—	(630.00)
Security Transfers	—	—
Net Credits/Debits/Transfers	—	\$(630.00)
Change in Value	0.02	0.14
TOTAL ENDING VALUE	\$1,068.20	\$1,068.20

MARKET VALUE OVER TIME

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



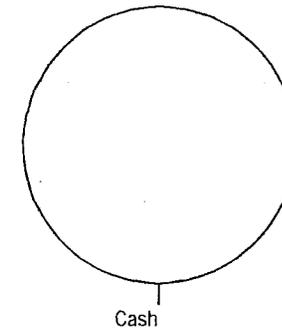
This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$1,068.20	100.00
TOTAL VALUE	\$1,068.20	100.00%

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.

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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.

Vice President's Report-Youngstown Free Library

72nd Annual Meeting of the Library Association

24 January 2022 @ 6:30 PM

In spite of the ever-present COVID pandemic that has interrupted most organizations and social gatherings, the YFL has managed to hold all of their meetings primarily via zoom. The Library was closed part of 2021 because the building (Red Brick School) we are located in was closed to the public, making it quite a hardship for the community, who depend on the Library's resources. Many discussions ensued with the Village board and after many safety plans, written by the Director, the Library was allowed to open.

- At the beginning of 2021 the Library was faced with a \$30,000 deficit budget. However, thru careful planning, keeping a watchful eye on the expenditures by the Director, Sonora Miller and Treasurer, Maggie Steyn and by increased financial support by the community, the Library finished 2021 in the **black**! This was the highlight of 2021!
- **Personnel** committee, under the leadership of Devon Tower worked very hard throughout the year, changing the language of the "Personnel Policy" to better reflect present times. Then late in the year the policy for "sick leave" was re-written to accommodate the new NYS Sick Leave Law.
- **Finance** committee, led by Maggie Steyn met several times during the year to discuss costs reductions and in the times of nearly 0% interest on investments, kept our savings account earning the best rates available given our investment limitations. The Library Board has retained the services of Stephanie Cole Adams, PLLC to be our "on-call-Lawyer"
- **Sustainability/Space** committees, chaired by Claudia Andres & Paul Inskip, spent most of the year at hard work exploring opportunities for new physical space, whilst realizing that first, the board had to prove that it could financially maintain any new space, given the significant additional running costs of owning our own building. Several initiatives were launched to try to identify a sustainable revenue-stream to fund such costs in

perpetuity. Several buildings were investigated, however nothing has materialized to date

- With regret, we accepted the resignations of 3 trustees, but welcomed to the Board Mary Clinch and David Brooks in their place.

These are some of the major successes in the past year and now to bring this to a close, I want to personally thank the entire Board for your diligent work and many accomplishments, despite all of the restrictions brought about in 2021.

Bravo, I am deeply proud of you all.....here's to a healthier and exciting 2022.

Sincerely, Paul Inskeep

Vice President, Board of Trustees, Youngstown Free Library.



Friends of
the Youngstown
Free Library

Friends of Youngstown Library President's 2021 Annual Report

2021 Board of Directors

Keith Hartloff, President
Wendy Swearingen, Vice President
Shannon Supon, Secretary
Bill Siddall, Treasurer

Elaine Barbiero
Barbara Chassar
Nancy D'Arcangelo
Judy Freiermuth
Julia Grana
Jill Mazur
Heather Rogers
Rose Salvatore
Catherine Stella
Jessica Streb
Colleen Summerville

This year we started out so hopeful, again, with many great events and fundraisers planned, and we were able to complete more events than last year. Some activities had to be postponed or canceled due to forces outside of our control. COVID-19 also forced us to hold our meeting digitally, which presented its own challenges. We were fortunate enough to hold a Book Sale in the Spring and Fall, which was very well done and well attended. It is very important to hold these events in order to show the community that we are still working for them and trying our best despite the current circumstances. It was a year of many challenges, the largest being an inability to gather in large groups resulting in inactivity, but our organization held together and saw our way through.

Although the global pandemic restrictions are still in effect, I am hopeful that we will be able to hold many of our traditional events this upcoming year. It is a difficult time, a time for holding with tradition, and a time to try new ways of doing business.

Thank you,

Keith Hartloff
President of the Friends of Youngstown Library

SUSTAINABILITY

The Sustainability Committee [members Claudia Andres, Barb Costello, Paul Inskeep, Sean Scarisbrick, Dave Smith, Maggie Steyn; Friends representative Catherine Stella] met quite often during the 2021-2022 year to explore different options for the stability and growth of the YFL's future.

SPACE: The desire for autonomy and a larger, more amenable and updated library was the motivator for exploring options outside of the existing Red Brick space. Options were narrowed down to the Bank building and the Catholic Education building. The Bank had the most updated, ready to use space with parking etc. while the Catholic building would need a lot of work. Negotiations were begun with each owner; meanwhile a man to purchase the bank if it was named after him. Currently all negotiations have been tabled: there has been no communication from the bank owner and the 'donor' will only consider that building. The committee feels that no move should be considered until there is a stabilizing of the current budget with additional funds set aside each year.

GRANTS: Paul and Maggie took a course on writing them and they are working with the Board Grant Committee. Verizon denied / Ralph Wilson passed first level. Exploring more grants for perpetuity as well as projects.

FUNDRAISERS: The Committee would like to hold three large fundraisers each year to work towards building a reserve fund for the future – not to be used to balance the budget. The first this year is a 5K Run hosted by the Stone Jug with proceeds above cost to come to the Library. A Party Fundraiser at Somewhere will be the next event and the third possible is still being decided.

FLYERS: Two different flyers were created this year to inform people of the Library events and Mission and to alert to the ways that donations can come to the Library. These will be continued in order to offer the opportunity for Planned Giving. Following this idea the committee would like to bring in speakers to explain how these donations can occur.

WEBSITE: Mary Beth is working on updating/upgrading the website for donations.

LETTER CAMPAIGNS: The letter campaigns by Sean Scarisbrick and Dave Smith (assisted by Maggie Steyn) were successful in increasing our revenue. Letters to other businesses/government entities were sent as well with varying results. The committee feels that continuing this approach is good (within reason) to keep people aware of the Library's need for support.

INVESTMENTS: It is recommended by the committee that our current investments could be better placed and the exploration of the Foundation should be resurrected, with plans in place when the current CD's realize.

CONCLUSION: The Committee feels that moving forward we should begin creating a Balanced Budget with extra funds coming in to support a future move or change and that the Board should continue to work to streamline costs while expanding opportunities. The pursuit of Grants, new investments, new ways of garnering long term support and donations is important at this time.

PRE-APPROVAL OF OBLIGATIONS SCHEDULE

Pre-approved payment – I would like to propose the motion, seeking the Board’s Approval to: “Pre-approve payment of the following schedule of recurring obligations for the 2022 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
- Credit card
- Internet and phone
- Alms fees
- Housekeeping
- Postage

These are expenses that we are obliged to pay as soon as they become due, and pre-approval provides for them to be paid in as timely manner as possible.

Maggie Steyn
Treasurer
January 24th, 2022