

**Youngstown Free Library
Annual Meeting of the Library Association
Agenda
January 23, 2023, 6:30 PM**

Meeting of the Library Association Called to Order

Nomination of President and Secretary Pro Temp

Public Comment

Minutes of the Annual Meeting January 24, 2022 presented for approval

Election of New Board of Trustees

Nominees:

David Brooks Board of Trustees 2nd 3-year term 2023-2026

Karran Swayze Board of Trustees 3rd 3-year term 2023-2026

Bill Siddall Board of Trustees 1st 3-year term 2023-2026

Maggie Steyn is retiring from the Board. She has served 3 3-year terms and an additional term.

Annual Reports

President's Report

Karran Swayze

Financial Report

Maggie Steyn

Library Director

Sonora Miller

Friends of the Library Report

Wendy G. Swearingen

Other Reports

Old Business

New Business

Approval of authorization of prepaid or reoccurring expenses

Maggie Steyn

-Pre-approval of the following schedule of recurring obligations for

the 2023 fiscal year, so that they may be paid as they become due, without further action from the Board

The schedule comprises:

- All personnel expenses relating to salaries, wage and other wage related compensation
- 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-approved provides

For them to be paid in as timely a manner as possible.

Adjournment



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 Inskeep 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 Inskeep, 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 Inskeep 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
Annual Meeting of the Library Association
January 23, 2023, 6:30 PM

I would like to take this opportunity to acknowledge and thank the members of the Board of Trustees for their work for the Youngstown Free Library during 2022. Those members are:

- Maggie Steyn—Treasurer
- Devon Tower—Recording Secretary
- David Smith—Corresponding Secretary
- Mary Clinch—Liaison to the Friends of the Youngstown Free Library
- Claudia Andres—Ruby Carey Scholarship committee chair
- The members of the Finance, Sustainability and Space, Personnel, Grant and Special Projects, Nominating and Scholarship committees for their hard work during this past year. The Finance Policy was updated as was the Personnel Policy. The Foundation for the Youngstown Free Library was finalized and the first payment to the Greater Buffalo Community Foundation was made. Several grants were applied for. We were fortunate to be awarded a grant from the Greater Buffalo Community Foundation for a portion of our request. The Trustees also volunteered for a number of fund raisers that were held during the year to benefit the Library.

I would like to acknowledge and thank the members of the Friends of the Youngstown Free Library. Their Annual Fund Drive and the fund raisers that they held during 2022 made it possible for the Library to continue its magazine and newspaper subscriptions, as well as our membership in the Old Fort Niagara State Park and other requests that came up throughout the year. They were also an equal partner in making available the Ruby Carey Scholarship. I would like to thank Colleen Summerville for her work on the Scholarship Committee. Members of the Friends also joined the Trustees in working the 2022's 5K Race/Walk sponsored by the Ontario House of Youngstown. The Friends also helped in the mailing in early November for the Library's Annual Fund Drive. Wendy Swearingin, as President, along with the other members and volunteers have been very supportive of the Library.

I would next acknowledge our Director, Sonora Miller and her staff for their work and commitment to the people who use the Library. At the beginning of 2022, we were still adopting to the burnout from the Covid-19 health emergency and staff changes resulting from a retirement. The year was further complicated by 2 staff members getting other

jobs. Our Director had many job applications and interviews during December while working on the budget for 2023 and maintaining regular hours and programs. She was able to pare the list down to 2 applicants who were offered the jobs which they accepted. The village and surrounding area served by the Youngstown Free Library are so very fortunate to have Sonora Miller as the Director of the Library and her very professional and knowledgeable staff.

The next group I would acknowledge are the members from the community who volunteer their time helping the Library to operate. They clean, return books and other materials to the stacks and bins, pull books and materials from the stacks and just help the staff keep the Library operating. Thanks be that we have such folks in the community who are willing to serve in this manner.

The Youngstown Free Library will start planning activities to help us celebrate in 2024 our 75 years in service to the village of Youngstown and the surrounding area. If any one is interested in helping, please let our Director Sonora Miller know. It's early but we want to sync our celebration with our programs currently in operation.

I would like to thank everyone who helped our Library successfully complete another year serving the community.

Karran Swayze
Board of Trustees, President



FINANCIAL REPORT **for the** **ANNUAL MEETING – January 23rd, 2023**

The 2022 Budget contained projected expenses of \$145,850.

Even though the Town of Porter funding reflected a \$5,000 increase from 2021, and the Friends of the Youngstown Free Library very generously allowing us to budget some \$14,000 from them (an increase of \$4,000), we were still heavily reliant upon the Fund Drive, as well as Gifts to the Library in the form of community- and Library- sponsored outreach events to bring in additional funds needed.

The generosity of the community was unparalleled and the Jug's 5K run and Golf Tourney, e-Recycling, the Basket Raffle, Colleen Johnston's Clothing Exchange, the Women's Club, the Episcopal Church Strawberry Festival and Ray's Tavern's 50/50 drawing were just some of the events that helped boost our revenue-stream.

Overall, our Revenue was some \$1,155.50 over budget.

All Operating Expenses were kept on or under Budget in all line-items and Budgeted Library Operations costs finished the year some -\$14,157.16 under budget.

But, as part of our Sustainability mission, we did divest the Library of \$33,000, sending it to the Community Foundation of Greater Buffalo to initiate the "Youngstown Free Library Foundation". (See Investment Report).

This was not part of our budget but did result in a real accounting loss of **-\$17,687.34** over the year.

| SUMMARY | Budget for 2022 | Totals Year to Date | % of Budget Rec'd / Spent | Actuals compared with Budget |
|---|-----------------|---------------------|---------------------------|------------------------------|
| TOTAL REVENUE: | \$145,850 | \$147,005.50 | 100.79% | \$1,155.50 |
| TOTAL EXPENDITURE: | \$145,850 | \$164,692.84 | 112.92% | \$18,842.84 |
| Net Gain (Loss): | \$0 | -\$17,687.34 | | |
| | | | | |
| TOTAL REVENUE: | \$145,850 | \$147,005.50 | 100.79% | \$1,155.50 |
| *** Removing effect on TOTAL EXPENDITURE of Funds Transfer from Morgan Stanley to Foundation: | \$145,850 | \$131,692.84 | 90.29% | -\$14,157.16 |
| Net Gain (Loss): | \$0 | \$15,312.66 | | |

Once again, thank you to Sonora who once again 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.

As mentioned earlier, this result would also not have been possible without the very generous support of the Friends. Once again, even though their fund-raising activities this year were again somewhat curtailed, they still were able to pay for many additional items for the Library that make such a difference in our patrons' Library-experiences. (They also again matched our gift of \$750 for the Ruby Carey Scholarship winner.) Thank you FOYL!

Respectfully submitted,
Maggie Steyn
Treasurer
January 23rd, 2023

YOUNGSTOWN FREE LIBRARY

Profit and Loss as at Year-End, 2022

| YOUNGSTOWN FREE LIBRARY 2022 | Budget for 2022 | Actuals 11/01/2022 - 11/30/2022 | Actuals 12/01/2022- 12/31/2022 | Totals Year to Date | % of Budget Rec'd |
|---|------------------|---------------------------------------|--------------------------------------|---|-------------------------|
| REVENUE | | | | | |
| TOWN OF PORTER | \$70,000 | | | \$70,000.00 | 100.00% |
| NIAGARA COUNTY | \$7,814 | | | \$7,102.00 | 90.89% |
| Y'TOWN VILLAGE | \$1,000 | | | \$1,000.00 | 100.00% |
| LOCAL LIBRARY AID | \$1,386 | | | \$1,429.60 | 103.15% |
| STATE BULLET \$s | \$0 | | | \$0.00 | |
| FRIENDS | \$14,000 | \$870.00 | | \$14,101.00 | 100.72% |
| FINES/ COPIER/ FAX | \$2,400 | \$166.55 | \$224.70 | \$2,313.30 | 96.39% |
| INTEREST | \$150 | \$30.05 | \$287.75 | \$1,493.98 | 995.99% |
| GIFTS | \$12,000 | \$1,857.84 | \$1,478.73 | \$14,998.91 | 124.99% |
| <i>Christmas in the Village</i> | | | | \$737.25 | |
| YYC | | | | \$1,000.00 | |
| 5K Run | | | | \$1,311.00 | |
| Easter Cookie Sale | | | | \$667.00 | |
| Electronic Recycling | | | | \$1,000.00 | |
| Jug Golf Tourney | | | | \$1,800.00 | |
| Womens' Club | | | | \$984.96 | |
| St John's Episcopal Church (Strawberry Fest) *** | | | | *** Gift moved to Balance Sheet Restricted Fund | |
| Basket Raffle | | | \$1,055.00 | \$1,055.00 | |
| Facebook/NFG/Amz Smile | | \$830.84 | \$240.00 | \$1,578.84 | |
| Clothing Exchange | | \$515.00 | | \$515.00 | |
| Ray's Tavern 50/50 | | \$512.00 | | \$512.00 | |
| Miscellaneous | | | \$183.73 | \$3,342.00 | |
| ANNUAL DRIVE | \$27,000 | \$18,385.00 | | \$30,712.00 | 113.75% |
| MISCELLANEOUS | \$100 | \$23.15 | \$28.70 | \$537.71 | 537.71% |
| GRANT FUNDS | \$5,000 | | | \$3,317.00 | 66.34% |
| OTHER INCOME | \$5,000 | | | \$0.00 | 0.00% |
| TOTAL REVENUE | \$145,850 | \$21,332.59 | \$2,019.88 | \$147,005.50 | 100.79% |

YOUNGSTOWN FREE LIBRARY

**Profit and Loss
as at Year-End, 2022**

| EXPENDITURE | Budget for 2022 | Actuals 11/01/2022 - 11/30/2022 | Actuals 12/01/2022- 12/31/2022 | Totals Year to Date | % of Budget Used |
|---|------------------------|--|---|--------------------------------|---------------------------------|
| SALARIES (GROSS) | \$83,900 | \$5,695.08 | \$7,661.90 | \$79,315.39 | 94.54% |
| HEALTH BENEFIT | \$4,000 | \$307.70 | \$461.55 | \$4,000.10 | 100.00% |
| SOCIAL SECURITY & MEDICARE | \$6,724 | \$435.68 | \$586.15 | \$6,067.62 | 90.24% |
| CONTINUING ED. , NETWORKING, MILEAGE | \$160 | \$55.23 | \$0.00 | \$85.23 | 53.27% |
| NEW YORK STATE DISABILITY & | \$408 | | \$137.23 | \$753.87 | 184.77% |
| WORKER'S COMPENSATION | \$850 | | \$768.00 | \$875.00 | 102.94% |
| SALARIES (CHRISTMAS BONUS) | \$200 | | \$200.00 | \$200.00 | 100.00% |
| TOTAL PERSONNEL | \$96,242 | \$6,493.69 | \$9,814.83 | \$91,297.21 | 94.86% |
| LIBRARY MATERIALS & SERVICES | Budget for 2022 | | | Totals Year to Date | % of Budget |
| HOOPLA (streaming, rental services) | \$4,850 | \$301.79 | \$327.23 | \$4,431.37 | 91.37% |
| AV & DIGITAL MATERIALS (excl HOOPLA) | \$6,086 | 93.19 | 299.95 | \$3,249.09 | 53.39% |
| BOOKS | \$7,500 | \$69.19 | \$541.09 | \$5,719.44 | 76.26% |
| COMPUTER SOFTWARE | \$280 | | | \$459.59 | 164.14% |
| SUBSCRIPTIONS & LIBRARY MEMBERSHIPS | \$3,940 | \$73.67 | \$197.34 | \$2,964.18 | 75.23% |
| BOOK PROCESSING & SUPPLIES | \$1,680 | \$112.90 | \$182.82 | \$1,159.25 | 69.00% |
| PROGRAMMING | \$1,780 | \$19.80 | \$334.75 | \$2,711.66 | 152.34% |
| PUBLICITY & PROMOTION (incl. NFG) | \$1,600 | | | \$15.84 | 0.99% |
| COPIER LEASE & USAGE | \$840 | \$64.88 | \$94.05 | \$866.50 | 103.15% |
| POSTAGE | \$120 | \$2.00 | \$9.99 | \$31.99 | 26.66% |
| INTERNET/PHONE | \$580 | \$218.25 | \$290.14 | \$779.96 | 134.48% |
| TOTAL LIBRARY MATERIALS & SERVICES | \$29,256 | \$955.67 | \$2,277.36 | \$22,388.87 | 76.53% |

YOUNGSTOWN FREE LIBRARY

**Profit and Loss
as at Year-End, 2022**

| OPERATING EXPENDITURE | Budget for 2022 | Actuals 11/01/2022 - 11/30/2022 | Actuals 12/01/2022 - 12/31/2022 | Totals Year to Date | % of Budget Used |
|--|------------------------|--|--|--------------------------------|---------------------------------|
| ALMS FEE | \$7,419 | \$618.25 | \$618.25 | \$7,419.00 | 100.00% |
| OFFICE SUPPLIES | \$800 | \$41.66 | \$181.37 | \$945.73 | 118.22% |
| HOUSEKEEPING | \$80 | \$5.83 | \$11.66 | \$71.78 | 89.73% |
| INSURANCE | \$4,500 | | | \$3,543.03 | 78.73% |
| RENT | \$1 | | | \$1.00 | 100.00% |
| (SPACE) - Sonitrol, A/C | \$800 | | | \$386.00 | 48.25% |
| COPIER LEASE & USAGE | \$840 | \$64.89 | \$94.06 | \$866.60 | 103.17% |
| POSTAGE | \$120 | \$2.00 | \$11.98 | \$33.98 | 28.32% |
| INTERNET/PHONE | \$580 | \$218.26 | \$290.14 | \$419.92 | 72.40% |
| TOTAL OPERATING | \$15,140 | \$950.89 | \$1,207.46 | \$13,687.04 | 90.40% |
| | | | | | |
| COVID-19 Expenses | Budget for 2022 | | | Totals Year to Date | |
| LIBRARY MATERIALS & PROCESSING | \$0 | | | \$0.00 | 0.00% |
| OFFICE SUPPLIES | \$800 | | | \$66.95 | 8.37% |
| CALL FORWARD | \$0 | | | \$0.00 | 0.00% |
| TOTAL COVID-19 MATERIALS EXPENSES | \$800 | \$0.00 | \$0.00 | \$66.95 | 8.37% |
| | | | | | |
| CAPITAL EXPENDITURE | Budget for 2022 | | | | |
| TECHNOLOGY | \$500 | | \$59.95 | \$266.85 | 53.37% |
| OTHER - SPACE | \$0 | | | \$0.00 | 0.00% |
| TOTAL CAPITAL EXPENDITURES | \$500 | \$0.00 | \$59.95 | \$266.85 | 53.37% |

YOUNGSTOWN FREE LIBRARY

**Profit and Loss
as at Year-End, 2022**

| MISCELLANEOUS | Budget for 2022 | Actuals 11/01/2022 - 11/30/2022 | Actuals 12/01/2022 - 12/31/2022 | Totals Year to Date | % of Budget Used |
|--|------------------------|--|--|--------------------------------|---------------------------------|
| ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below) | \$3,657 | \$250.00 | \$250.00 | \$3,400.00 | 92.97% |
| 1. MONTHLY BOOK- KEEPING & ACCOUNTING | \$3,000 | \$250.00 | \$250.00 | \$3,000.00 | 100.00% |
| 2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS | \$200 | | | \$0.00 | |
| 3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc. | \$27 | | | \$0.00 | |
| 4. 990 PREPARATION & DEPRECIATION | \$400 | | | \$400.00 | |
| 5. W-2 PREPARATION | \$30 | | | \$0.00 | |
| 6. 1099 PREPARATION | \$0 | | | \$0.00 | 0.00% |
| INVESTMENT & ADVISORY FEES | \$0 | | \$120.00 | \$120.00 | 0.00% |
| PROFESSIONAL SERVICES - NFG | \$0 | | | \$0.00 | |
| PROFESSIONAL SERVICES - LEGAL etc | \$250 | | \$462.50 | \$462.50 | |
| BANK FEES & CHARGES | \$5 | | | \$3.42 | 68.40% |
| MISC - OTHER (Foundation) | \$0 | | | \$33,000.00 | |
| TOTAL MISCELLANEOUS | \$3,912 | \$250.00 | \$832.50 | \$36,985.92 | 945.45% |
| TOTAL OPERATING EXPENDITURE | \$145,850 | \$8,650.25 | \$14,192.10 | \$164,692.84 | 112.92% |

YOUNGSTOWN FREE LIBRARY

**Profit and Loss
as at Year-End, 2022**

| SUMMARY | Budget for 2022 | Actuals 11/01/2022 - 11/30/2022 | Actuals 12/01/2022- 12/31/2022 | Totals Year to Date | % of Budget Rec'd /. Spent |
|-------------------------------|------------------------|--|---|--------------------------------|---|
| TOTAL REVENUE: | \$145,850 | \$21,332.59 | \$2,019.88 | \$147,005.50 | 100.79% |
| TOTAL EXPENDITURE: | \$145,850 | \$8,650.25 | \$14,192.10 | \$164,692.84 | 112.92% |
| Net Gain (Loss): | \$0 | \$12,682.34 | -\$12,172.22 | -\$17,687.34 | |

| | | | | | |
|--|------------------|--------------------|---------------------|---------------------|----------------|
| TOTAL REVENUE: | \$145,850 | \$21,332.59 | \$2,019.88 | \$147,005.50 | 100.79% |
| *** Removing effect on TOTAL EXPENDITURE of Funds Transfer from Morgan Stanley to Foundation: | | | | | |
| | \$145,850 | \$8,650.25 | \$14,192.10 | \$131,692.84 | 90.29% |
| Net Gain (Loss): | \$0 | \$12,682.34 | -\$12,172.22 | \$15,312.66 | |

INVESTMENT REPORT
for the
ANNUAL MEETING – January 23rd, 2023

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 \$318. (A Management fee of \$120 charged against this account in December will be reversed in January.)

This balance is held as cash and this account will probably be depleted and closed in the summer of 2023.

The balance of our savings account with Morgan Stanley is held in CDs as well as realizable funds which are held in their Preferred Savings Plan. Neither of these holdings are garnering significant interest.

In 2023, the Library Board voted to divest some of its holding and establish the Youngstown Free Library Foundation. In August 2023, we sent a check for \$33,000 to the Community Foundation for Greater Buffalo to establish this entity. (The first of two payments to complete an investment of \$100,000 by June 2025).

While the timing was not great, it being the peak of a record-making recession and fall in stock-market prices, we have invested in the Foundation for the future and should stay the course for the long term – 5 to 10 years.

I would like to see the Board make an aggressive effort in 2023 to 'market' the Foundation to our patrons, and produce handouts/brochures outlining ways to 'remember' the Library in their Financial and Legacy Planning.

That being said, in 2022 we realized more benefits from the CARES Act (in Payroll tax refunds) and our cash-in-hand is significant. (approx. \$50,000 in KeyBank.)

So our current cash assets, as shown on the balance sheet, are only some \$5,365 less than 2021.

The Library should plan on investing cash-in-hand in interest-gaining instruments as soon as possible in the first quarter of 2023.

Respectfully submitted,

Maggie Steyn
Treasurer
January 23rd, 2023

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: 2022 Year-End

CURRENT CASH ASSETS

| | |
|------------------------------|--------------|
| Petty Cash | \$100.00 |
| Key Bank Checking | \$49,890.74 |
| FICA Receivable | \$178.74 |
| Morgan Stanley - 178- Acct | \$223,768.31 |
| Morgan Stanley (Scholarship) | \$198.27 |

TOTAL CURRENT ASSETS

\$274,136.06

FUND BALANCES

Unrestricted

| | |
|---------------------------------|---------------------|
| General (Operating) | \$46,286.06 |
| Sustainability/Foundation | \$67,000.00 |
| Total Unrestricted Funds | \$113,286.06 |

Restricted

| | |
|--------------------------------------|---------------------|
| Operating Reserve | \$145,850.00 |
| Gifts/Grants (Children's Room) | \$15,000.00 |
| Scholarship (Ruby Carey) | \$198.27 |
| Total Restricted Fund Balance | \$160,850.00 |

TOTAL FUND BALANCES

\$274,136.06

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: 2021 Year-End

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) | \$10,097.48 |
| Sustainability/Foundation | \$100,000.00 |
| Total Unrestricted Funds | \$110,097.48 |

Restricted

| | |
|--------------------------------------|---------------------|
| Operating Reserve | \$154,404.00 |
| Gifts/Grants (Children's Room) | \$15,000.00 |
| Scholarship (Ruby Carey) | \$1,068.20 |
| Total Restricted Fund Balance | \$169,404.00 |

TOTAL FUND BALANCES

\$279,501.48

"Let Literacy be your Legacy"

As at: September 30th, 2022
(Latest Quarterly Statement)

Restricted

Restricted (Foundation)

\$30,850.60

<-----Rec'd
\$33,000
from
Morgan
Stanley via

<----- Reset to Operating ----->
Budget for New Year



Basic Securities Account
YOUNGSTOWN FREE LIBRARY
RUBY CAREY SCHOLARSHIP

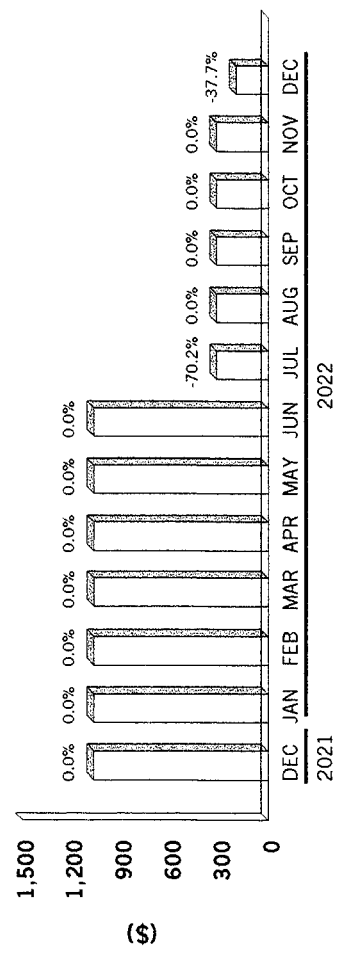
Account Summary

CHANGE IN VALUE OF YOUR ACCOUNT (includes accrued interest)

| | This Period (10/1/22-12/31/22) | This Year (1/1/22-12/31/22) |
|-------------------------------------|-----------------------------------|--------------------------------|
| TOTAL BEGINNING VALUE | \$318.26 | \$1,068.20 |
| Credits | — | — |
| Debits | (120.00) | (870.00) |
| Security Transfers | — | — |
| Net Credits/Debits/Transfers | \$(120.00) | \$(870.00) |
| Change in Value | 0.01 | 0.07 |
| TOTAL ENDING VALUE | \$198.27 | \$198.27 |

MARKET VALUE OVER TIME

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

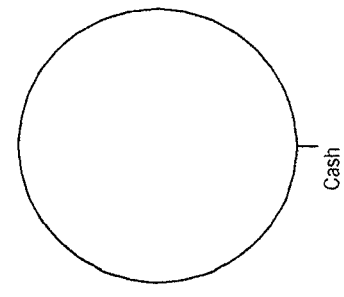


The percentages above represent the change in dollar value from the prior period. They do not represent account investment performance, as they do not consider the impact of contributions and withdrawals, nor other factors that may have affected performance calculations.

ASSET ALLOCATION (includes accrued interest)

| | Market Value | Percentage |
|--------------------|-----------------|----------------|
| Cash | \$198.27 | 100.00 |
| TOTAL VALUE | \$198.27 | 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, as a courtesy, and may not be covered by SIPC. Foreign Exchange (FX) is neither FDIC nor SIPC insured. 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.



Active Assets Account

YOUNGSTOWN FREE LIBRARY
ATTN: THE TREASURER

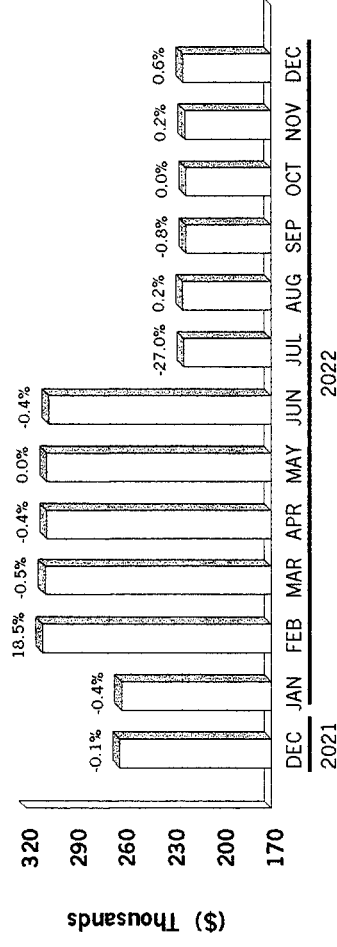
Account Summary

CHANGE IN VALUE OF YOUR ACCOUNT (includes accrued interest)

| | This Period (12/1/22-12/31/22) | This Year (1/1/22-12/31/22) |
|-------------------------------------|-----------------------------------|--------------------------------|
| TOTAL BEGINNING VALUE | \$222,478.76 | \$262,614.80 |
| Credits | — | 50,000.00 |
| Debits | — | (83,000.00) |
| Security Transfers | — | — |
| Net Credits/Debits/Transfers | — | \$(33,000.00) |
| Change in Value | 1,289.55 | (5,846.49) |
| TOTAL ENDING VALUE | \$223,768.31 | \$223,768.31 |

MARKET VALUE OVER TIME

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

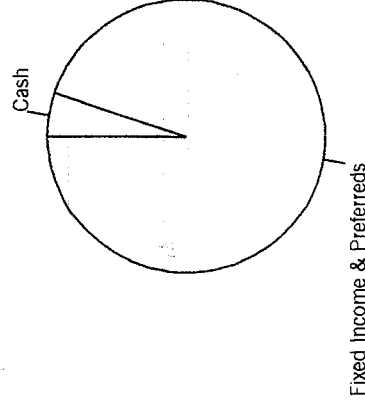


The percentages above represent the change in dollar value from the prior period. They do not represent account investment performance, as they do not consider the impact of contributions and withdrawals, nor other factors that may have affected performance calculations.

ASSET ALLOCATION (includes accrued interest)

| | Market Value | Percentage |
|---------------------------|---------------------|----------------|
| Cash | \$11,491.38 | 5.14 |
| Fixed Income & Preferreds | 212,276.93 | 94.86 |
| TOTAL VALUE | \$223,768.31 | 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, as a courtesy, and may not be covered by SIPC. Foreign Exchange (FX) is neither FDIC nor SIPC insured. For additional information, refer to the corresponding section of this statement.



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10:16 AM

01/10/23

Youngstown Free Library
Reconciliation Summary
1000 · Key Bank (First Niagara), Period Ending 12/31/2022

| | <u>Dec 31, 22</u> |
|--|-------------------------|
| Beginning Balance | 59,620.70 |
| Cleared Transactions | |
| Checks and Payments - 25 items | -8,643.24 |
| Deposits and Credits - 3 items | 1,734.43 |
| Total Cleared Transactions | <u>-6,908.81</u> |
| Cleared Balance | <u>52,711.89</u> |
| Uncleared Transactions | |
| Checks and Payments - 14 items | <u>-2,821.15</u> |
| Total Uncleared Transactions | <u>-2,821.15</u> |
| Register Balance as of 12/31/2022 | <u>49,890.74</u> |
| New Transactions | |
| Checks and Payments - 14 items | -7,246.00 |
| Deposits and Credits - 1 item | 262.84 |
| Total New Transactions | <u>-6,983.16</u> |
| Ending Balance | <u>42,907.58</u> |



Youngstown Free Library

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Director's Report

Annual 2022

In 2022, the Library accomplished tasks from each of its four goals in its 2018-2023 Strategic Plan.

Goal 1: Sustainability

Ensure that the library is well-positioned to provide for the needs of current and future generations of members of the community of the Youngstown Free Library.

1. Ensure sustainable Library funding for the long-term future.

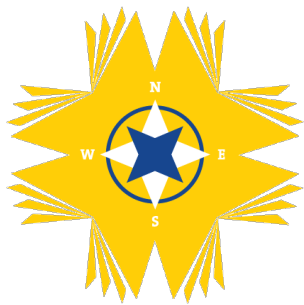
- a. The Board of Trustees established the Youngstown Free Library Foundation, managed by the Buffalo Community Foundation.
- b. In February 2022, the Library was awarded a \$400 grant from Nioga for summer reading programs.
- c. In June 2022, the Library was awarded a \$1,500 grant from Irene Myers through the Niagara County Community Partnership Fund.
- d. In July 2022, the Library was awarded a \$250 grant from Nioga for a family literacy grant.
- e. In July 2022, the Library was awarded a \$175 grant from Love Your Library for a summer reading mini-grant.
- f. In July 2022, the Library was awarded a \$220 grant from Nioga for an adult literacy grant.
- g. In August 2022, the Library was awarded a \$2,272 grant from Assemblyman Norris.
- h. In late December 2022, the Youngstown Free Library was awarded a \$5,000 grant from 2022 Ralph C. Wilson, Jr. Arts & Culture Initiative.

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

- a. Air-conditioning unit in the Fiction Room was repaired by Steve's Heating and Cooling in August 2022.
- b. Medify air purifiers continue to run during all open hours to provide a more sanitary library environment.
- c. Since its purchase in December 2021, the Roomba i3 has been supplementing vacuuming in conjunction with weekly vacuuming by a volunteer. It is proving to be an efficient and easy-to-use solution.

3. Recruit and maintain well-qualified Board of Trustee members who will use their tenure to represent, promote and fundraise on behalf of the Library.

- a. Trustee education programs were offered on Dropbox access, Google calendar access, open meeting law, and more.
- b. Trustees independently and ably represented the Library at community meetings, groups, and fundraisers.



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- c. Trustees formed grant committee and worked collaboratively to apply to community grants.

4. Support the health and work of the Friends of the Library.

- a. The Memorandum of Understanding between the Friends and the Trustees was signed in January 2022.
- b. Fundraising platform Network for Good was shared with the Friends to support both organizations' fundraising goals.
- c. The Library Director and Trustee Liaison attended Friends meetings in 2022.
- d. The Library Director regularly submitted articles for the Friends' quarterly newsletter.

5. Ensure that the Library policies and by-laws are kept current.

- a. Policies updated in 2022: Collection Development policy, Investments policy, and Personnel policy.
- b. The Library established a professional relationship with lawyer Stephanie Cole Adams to provide guidance and representation for the future.

Goal 2: Responsiveness to the Community

Integrate community needs with Library offerings.

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

- a. The Library welcomed 16,191 people through its doors during 1,795.5 hours of operation. This averages out to over nine people visiting the Library in person every hour.
- b. Regular volunteers helping out in-library on a weekly basis increased in 2022.
- c. Artists in the Library's gallery space returned in 2022, which hosted shows from Amanda Roberts and Nina Randall.
- d. Tutors returned to using the Library to meet with their students in 2022.
- e. As of December 2022, Youngstown Free Library had 1,714 patrons. The Library serves a population of 4,899, so nearly 30% of the people in its service area has a library card at Youngstown (this does not include people who live here but hold a library card at a different library).

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

- a. After a request, the Library expanded programming for pre-teens and teens, including yoga classes and craft kits.



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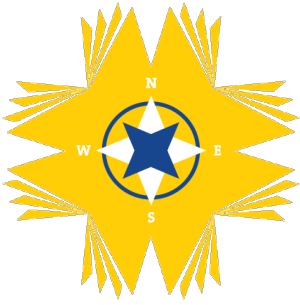
- b. After a 2021 adult programming poll, patrons requested a third book club, which debuted in February 2022. The Non-Fiction Book Club met every other month, exclusively online, for vigorous discussions of non-fiction books.
- c. The Summer Reading Program and Reading Challenge grew to its largest participation level in summer 2022.
 - i. Summer Reading Programs 2022: 1,106 people (584 children and teens; 522 adults) attended 44 programs in June, July, and August
 - ii. Summer Reading Challenge 2022: 62 participants read 99,414 minutes from June 28 - Sept. 10
- d. The Winter Reading Program and Reading Challenge was started to occupy kids and teens during their winter break from school.
 - i. Winter Reading Programs 2021-2022: 241 people (125 children and teens; 116 adults) attended 13 programs in December and January
 - ii. Winter Reading Challenge 2021-2022: 14 participants read 4,749 minutes from Dec. 20 - Jan. 15
- e. The Library continued to offer Zoom access to meetings for its three book clubs in 2022. This expanded access met community requests for options for the homebound, vacationing, and out-of-town patrons.

3. Provide Library materials that respond to community interests and requests.

- a. 2022 checkouts from physical collection: 21,153 items
- b. 2022 checkouts from digital collection: 3,014 items
- c. 2022 checkouts from inter-library loaned items: 3,476 items from other Nioga libraries' collections and beyond
- d. 2022 items sent Youngstown's collection sent to patrons from other libraries: 3,655 items, which is a massive increase from prior years!
- e. We have been delighted to see these circulation numbers bounce back, which shows that patrons are both returning to the Library *and* finding what they want to check out!

4. Provide Library services that respond to community needs.

- a. Due to collaboration with Niagara County Board of Health and good planning, the Library was able to provide the entire community with unlimited access to free COVID kits from January to December 2022.
- b. Due to popular requests, the Library continued its annual display of free tax forms and instruction booklets for checkout.
- c. The Nearly New Book Sale continues to offer brand new books for one dollar each, a popular request in our community.
- d. Faxing, scanning, printing, copying, and battery recycling services continue to be frequently used services.



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Goal 3: Transparency and Communication

Inform, listen and communicate openly with the Youngstown community on all matters.

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

- a. 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.
 - i. Facebook saw an increase from 1,099 followers to 1,200 followers: <https://www.facebook.com/youngstownfreelibrary/>
 - ii. Instagram saw an increase from 538 followers to 597 followers: <https://www.instagram.com/youngstownfreelibrary>

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

- a. 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.
- b. Starting in 2022, the Library's website posted board packets of agendas and reports prior to every library board meeting (<https://youngstownfreelibrary.org/library-board-reports.html>).
- c. The website homepage was updated monthly with all library programs and information.
- d. In 2022, nine newsletters were sent to 500+ subscribers to inform them of library programs and information.

3. Anticipate and provide for community information needs.

- a. The Library provided tax instruction packets and printed tax forms free of charge to the public from February to April 2022.
- b. Social media was used to share local information from community groups, local governments, and snow emergency information with the community.

4. Develop working relationships with local leaders, organizations and community groups within the Youngstown Free Library service area.

- a. The Library was an active member of the Youngstown Business and Professional Association, meeting regularly with local government leaders, organizations, and community groups.
- b. A sixth year of "One District, One Book" was held in winter and spring of 2022. 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



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the Library, read aloud a book chapter for the District's website, and represented the Library throughout this successful in-person program for *The Last of the Really Great Whangdoodles*.

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.

1. Cooperate with local organizations to offer programming to the community.

- a. The Afternoon Book Club met at the Lewiston Senior Center, and that partnership with them has increased the visibility of the Library in the senior community.
- b. I offered bi-weekly storytimes during the school year to the toddlers and preschoolers at The Children's House Montessori program at the First Presbyterian Church.
- c. I presented a program in January 2022 to the Youngstown Lions about the Library's history, budget, and offerings.
- d. 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 local resource with our library patrons.

2. Strengthen connections with local government leaders individually and as a group in order to facilitate camaraderie and partnerships.

- a. In 2022, communication continued with local government. Board members sat down with Kristel Stevens, new liaison to the Library from the Village Trustees, to discuss collaboration and cooperation. Board members kept in contact with new Village mayor Rob Reisman.
- b. Irene Myers facilitated a \$1,500 grant from Niagara County to support the 2022 Summer Reading Program.

3. Collaborate with local businesses and individuals for Library fundraising opportunities that will lead to financial sustainability.

- a. Local businesses and organizations rallied to support the Youngstown Free Library with fundraiser partnerships in 2022. Ray's Tavern, Stone Jug, and St. John's Episcopal Church organized and held stand-alone fundraisers to benefit the Library.
- b. Hibbard's, Somewhere, Bandana's, Everything Youngstown, and Main Street Pizza donated items or gift certificates to support the Library.

Respectfully submitted,
Sonora R. Miller
Library Director

Friends of Youngstown Library President's 2022 Annual Report

2022 Board of Directors

Wendy Guild Swearingen, President
Jessica Streb, Vice President
Shannon Supon, Secretary (withdrew in October)
Bill Siddall, Treasurer
Elaine Barbiero
Nancy D'Arcangelo
Judy Freiermuth
Julia Grana
Jill Mazur
Colleen Summerville
Michelle Wesley
Kim Winning

The Friends of the Youngstown Free Library held several outreach and fundraising events this year. Including:

- February Fun Run with the Jug
- St. Patrick's Day Parade
- Spring book sale
- Summer Street Dance
- Porter on the Lake Community Day
- Fall book sale
- Friends Holiday Dinner
- Christmas in the Village

Because some COVID-19 restrictions are still in place, and some of the organizations and people we work with are feeling the aftereffects of COVID as well as a labor shortage, we were not able to host some popular events like Dessert and Wine in the Stacks, Bandana's Dinners, and Paint and Sip, for instance. We hope to get back to a "new normal," where we can continue to hold regular events and fundraisers as fears ease and safety allows.

We are looking into holding more virtual fundraiser events, including an online auction to be planned this fall. This year is also the Library's 75th anniversary, so we hope to have events and outreach around that theme.

In a perhaps unprecedented turn, all four officer roles are up for nomination and election at the 2023 Annual meeting. I am stepping down as president due to work and family obligations, Shannon Supon left the board for health reasons in October, Bill Siddall's term as treasurer is ending, and vice president Jessica Streb is stepping down to meet new family obligations. There are several seasoned FOYL directors who we hope will step into these roles. We are also planning to add four new directors to the FOYL board, who have different interests, skills, and enthusiasms.

A few items that I feel need attention are membership outreach, updating the bylaws (with particular attention to seeing if term limits are necessary), FOYL board members each taking “ownership” of a fundraiser or event, and consistent PR.

Thank you for the opportunity to serve. I’m sure I am leaving the board in good hands.

Respectfully,

Wendy Guild Swearingen
President of the Friends of Youngstown Library

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 2023 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 23rd, 2023