



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING

DATE: MARCH 28, 2022

TIME: 7:00PM

Present: Devon Tower, Mary Clinch, Sonora Miller, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Claudia Andres, Barb Costello, David Smith

Call to Order: 7:16pm

Comments from the public: None

President's Remarks: None

Minutes: The minutes of the February 28, 2022 meeting were presented by David Smith for approval.

- A motion was made by Devon Tower and seconded by Mary Beth Smith to accept the minutes after two corrections were made. The minutes were accepted in anticipation of said corrections being made.

Director's Report:

- Director Sonora Miller shared the Results of the Youngstown Free Library Annual Report minus the trustee's personal information.
 - The Director advised the board that neither 2020 nor 2021 were "regular" years and that the statistics reflected the difference in patron visits and library material loans.
 - There was also discussion on and questions as to the wording used in parts of the report which were adequately answered by the Director.
- A motion was made by Karran Swayzee and seconded by Barbara Costello to accept the Annual Report. The Annual Report was accepted.

TREASURER'S REPORTS

Treasurer Maggie Steyn shared the February Financial Report.

- Maggie reported that there was an overage in internet charges that she believed will be offset by future NIOGA credits.
 - Maggie reported that operating costs and expenditures were pretty much in line with budget otherwise.
 - Maggie reported a total of \$15,000 in refund checks from the IRS were received as part of fulfilling the library's obligations for the Payroll Protection Plan. She advised the board that the monies as a separate restricted line on the balance sheet in case any of the monies had to be returned.
- Maggie Steyn made a motion to accept the February finance report and was seconded by David Smith. The report and recommendations were accepted.

FINANCE COMMITTEE REPORT led by Maggie Steyn

The Finance Committee met on March 14th, attended by Devon Tower, David Brooks, Maggie Steyn, and David Smith. The primary purpose of the meeting was to review the annual budget, anticipated versus actual, and to discuss. The CFGB.

- Maggie Steyn reviewed her correspondence with the CFGB Foundation. During discussion, she informed the board that the minimum contribution would be \$100,000 and that there is an annual fee of 1% to join which is offset by the greater ROI. The contribution can be made in 3 separate deposits over 3 years. She also informed the board she uploaded the Foundation information into the YFL Dropbox for board review.
- After the file is reviewed by the board, Maggie requested that a vote on joining the CFGB be taken at the April meeting.

SUSTAINABILITY COMMITTEE led by Claudia Andres

The Sustainability Committee met in early March, attended by Claudia Andres, David Brooks, Maggie Steyn, Devon Tower, .and David Smith. Its main purpose was to discuss the results of the 5K Stone Jug Run, discuss alternatives to the fun run (such as a color walk), other possible upcoming events, and possible grants. David Brooks suggested that a review of the YFL Master Plan be conducted and updated and that the board approach our state representatives for funding (“earmarks”) from them to help fund the library.

- Each of the committee’s points were discussed by the board with no final decisions being made with the exception that a vote be taken at the April meeting to join the CFGB.
- Claudia Andres proposed, and the board had a short discussion about the purchase of a portable interactive board for the meeting room and other uses. It was decided that further research about cost, the possibility of grants to pay for it, and the various uses for it need to be completed before a purchase can be made.

CORRESPONDENCE REPORT

Corresponding Secretary Karran Swayze there was no correspondence for the month of February.

OLD BUSINESS led by Maggie Steyn

Deciding to create or join a Foundation was discussed as part of both the Finance and Sustainability Committee Reports. It was decided to review the information provided by Maggie Steyn and vote to join the CFGB during the April meeting

NEW BUSINESS

- Karran Swayzee announced that three library bylaws need to be updated due to present board circumstances. Karran advised that there needs to be changes made because the board is holding both in-person, virtual, and hybrid meetings. Also, what constitutes a quorum should be reviewed due to the vacancies on the board She also proposed that Correspondence Secretary needs to be added as a board officer.
- Karran suggested meetings to update the bylaws take place and asked for volunteers to join her to review bylaws and make proposed changes to present at the April meeting. David Smith volunteered.

- Karran requested that the proposed changes presented in April be voted on during the May meeting.
- **Annual NIOGA Meeting**
- The Director advised the board the strategic plan needs to be updated because most of the objectives in the present plan have been achieved. She informed the board can review the present plan as she included it in the 3/28/2022 meeting dropbox folder.
- Sonora also mentioned that the First Amendment Audits being conducted at various public venues was discussed and that NIOGA's lawyer was asked to draw up a sample Policies template that can be adopted by the member libraries. Sonora asked that the board members review the template and recommendations so a YFL Policy statement can be created and presented for a vote at the next meeting.

OTHER/ADJOURNMENT

- Sonora advised the board of the upcoming sexual harassment and policies/risk management meetings available on the NIOGA website. She advised that as of now sexual harassment training is not required for board members but may be required in the future.
 - The Director announced that the annual NIOGA dinner meeting is on April 18, 2022 at the Lyndonville Country Club.
 - The scholarship committee announced that there have been no applications for the Ruby Carey scholarship thus far but that it is still early.
 - It was announced that the Friends book sale will take place May 5th through May 7th and as always, they are looking for volunteers to help.
 - The Easter fund raiser is up and running and that the "Paint Easter Egg Sugar Cookies" kits are being sold for \$20. The kits will be assembled April 10th at the village center gym and disbursement will occur April 11th through April 15th. As always, volunteers are appreciated.
- A motion was made to adjourn at 8:45pm by Maggie Steyn and was seconded by Barbara Costello and Claudia Andres. Motion was approved.

Respectfully submitted,

David Smith

Youngstown Free Library Board of Trustees

Youngstown Free Library Annual Report For Public And Association Libraries - 2021

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

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, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2021	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2021	12/31/2020
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	01/01/2021	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021	12/31/2020
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 2010 Census)	4,899	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 current 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

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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
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/2021)	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 2021) 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	N/A	N/A
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?	N/A	N/A
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

Unusual Circumstances

1.48	Does the reporting library have a 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 <i>each</i> contract. If no, go to question 1.49.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.49	For the reporting year, has the library 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 <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y

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	7,070	6,058
2.2	Adult Non-fiction Books	4,202	4,518
2.3	Total Adult Books (Total questions 2.1 & 2.2)	11,272	10,576
2.4	Children's Fiction Books	5,765	5,631
2.5	Children's Non-fiction Books	3,069	3,086
2.6	Total Children's Books (Total questions 2.4 & 2.5)	8,834	8,717
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	20,106	19,293

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	642	1,360
2.10	All Other Print Materials	129	135
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	771	1,495
2.12	Total Print Materials (Total questions 2.7 and 2.11)	20,877	20,788

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	10,628	9,210
2.14	Local Electronic Collections	37	37
2.15	NOVELNY Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	52	52
2.17	Audio - Downloadable Units	849	620
2.18	Video - Downloadable Units	4	4
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	165
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	15,432	10,051

Non-Electronic Materials

2.21	Audio - Physical Units	2,414	2,506
2.22	Video - Physical Units	1,362	1,373
2.23	Other Circulating Physical Items	4	5
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	3,780	3,884

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	40,089	34,723
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	818	532
2.27	All Other Print Materials	633	607
2.28	Electronic Materials	0	0
2.29	All Other Materials	197	147
2.30	Total Additions (Total questions 2.26 through 2.29)	1,648	1,286

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) 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)	10,352	6,458
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	1,580	1,727
3.3	Registered non-resident borrowers	227	234

Please report information on WRITTEN POLICIES as of 12/31/21.

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 sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15	If so, what do you have?		
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	Yes
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille	Y	Y

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

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	37	47
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	0	0
3.19	Number of Children's Programs	84	54
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	54	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	30	
3.20	Number of Synchronous General Interest Program Sessions	5	3
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)		
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	126	104
3.21a	Number of Synchronous In-Person Onsite Program Sessions	56	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	55	
3.21c	Number of Synchronous Virtual Program Sessions	16	
3.22	One-on-One Program Sessions	566	9
3.23	Do library staff, trustees and/or volunteers 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?	Yes	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	406	434
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	0	0
3.26	Children's Program Attendance	1,324	1,800
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	889	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	435	
3.27	Attendance at Synchronous General Interest Programs	1,650	570
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)		
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	3,380	2,804
3.28a	Synchronous In-Person Onsite Program Attendance	2,315	
3.28b	Synchronous In-Person Offsite Program Attendance	904	
3.28c	Synchronous Virtual Program Attendance	174	
3.29	One-on-One Program Attendance	566	9
3.29a	Total Number of Asynchronous Program Presentations	26	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	577	

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes	No
b.	Program(s) for young adults	No	No
c.	Program(s) for Adults	No	No
d.	Summer Reading at New York Libraries name and/or logo used	No	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	No
f.	N/A	No	Yes
3.31	Library outlets offering the summer reading program	1	0
3.32	Children registered for the library's summer reading program	42	0
3.33	Young adults registered for the library's summer reading program	0	0
3.34	Adults registered for the library's summer reading program	0	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	42	0
3.36	Children's program sessions - Summer 2021	57	0
3.37	Young adult program sessions - Summer 2021	0	0
3.38	Adult program sessions - Summer 2021	0	0
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	57	0
3.40	Children's program attendance - Summer 2021	1,247	0

3.41	Young adult program attendance - Summer 2021	0	0
3.42	Adult program attendance - Summer 2021	0	0
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	1,247	0
COLLABORATORS			
3.44	Public school district(s) and/or BOCES	1	0
3.45	Non-public school(s)	0	0
3.46	Childcare center(s)	1	0
3.47	Summer camp(s)	1	0
3.48	Municipality/Municipalities	1	0
3.49	Literacy provider(s)	0	0
3.50	Other (describe using the State note)	1	0
3.51	Total Collaborators (total 3.44 through 3.50)	5	0

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.53	Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.54	Number of sessions		
a.	Focus on birth - school entry (kindergarten)	8	6
b.	Focus on parents & caregivers	0	0
c.	Combined audience	65	34
d.	N/A	0	0
3.55	Total Sessions	73	40
3.56	Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	124	144
b.	Focus on parents & caregivers	0	0
c.	Combined audience	1,240	1,378
d.	N/A	0	0
3.57	Total Attendance	1,364	1,522
3.58	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)	Yes	Yes

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No	No
3.60	Total group program sessions	N/A	N/A
3.61	Total one-on-one program sessions	N/A	N/A
3.62	Total group program attendance	N/A	N/A
3.63	Total one-on-one program attendance	N/A	N/A
3.64	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 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.66	Children's program sessions	N/A	N/A
3.67	Young adult program sessions	N/A	N/A
3.68	Adult program sessions	N/A	N/A
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0	0
3.70	One-on-one program sessions	N/A	N/A
3.71	Children's program attendance	N/A	N/A
3.72	Young adult program attendance	N/A	N/A
3.73	Adult program attendance	N/A	N/A
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0	0
3.75	One-on-one program attendance	N/A	N/A
3.76	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 2021 calendar year.

DIGITAL LITERACY

3.77 Did the library offer digital literacy programs?	Y	Y
3.78 Total group program sessions	1	5
3.79 Total one-on-one program sessions	23	9
3.80 Total group program attendance	2	11
3.81 Total one-on-one program attendance	23	9
3.82 Did your library offer teen-led activities during the 2021 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 not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books	5,412	5,080
4.2 Adult Non-fiction Books	2,316	2,282
4.3 Total Adult Books (Total questions 4.1 & 4.2)	7,728	7,362
4.4 Children's Fiction Books	5,656	4,373
4.5 Children's Non-fiction Books	938	1,250
4.6 Total Children's Books (Total questions 4.4 & 4.5)	6,594	5,623
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)	14,322	12,985

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials	3,307	2,937
4.9 Circulation of Children's Other Materials	99	115
4.10 Circulation of Other Physical Items (Total questions 4.8, 4.9)	3,406	3,052
4.11 Physical Item Circulation (Total questions 4.7 & 4.10)	17,728	16,037

ELECTRONIC USE

4.12 Use of Electronic Material	3,150	3,445
4.13 Successful Retrieval of Electronic Information	28	109
4.14 Electronic Content Use (Total questions 4.12 & 4.13)	3,178	3,554
4.15 Total Circulation of Materials (Total questions 4.11 & 4.12)	20,878	19,482
4.16 Total Collection Use (Total questions 4.13 & 4.15)	20,906	19,591
4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	6,693	5,738

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions	1,694	1,188
4.18a 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)
4.19 Does the library offer virtual reference?	Y	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED	3,805	2,829
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED	2,192	1,501
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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	14,600
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 (not certified)	N/A	N/A
6.10	Other Staff	1.18	1.2
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)	2.18	2.20
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)	\$48,567	\$47,382
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, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. 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 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.	Y	Y
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	1,694.00	1,038.00
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)	1,694.00	1,038.00

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, 2021 to December 31, 2021.

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	Yes
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	17	

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

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 must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	Youngstown Free Library	<i>Youngstown Free Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	240 Lockport Street	<i>240 Lockport Street</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Youngstown	<i>Youngstown</i>
6.	Zip Code	14174	<i>14174</i>
7.	Phone (enter 10 digits only)	(716) 745-3555	<i>(716) 745-3555</i>
8.	Fax Number (enter 10 digits only)	(716) 745-7122	<i>(716) 745-7122</i>
9.	E-mail Address	yfl@nioga.org	<i>yfl@nioga.org</i>
10.	Outlet URL	www.youngstownfreelibrary.org	<i>www.youngstownfreelibrary.org</i>
11.	County	Niagara	<i>Niagara</i>
12.	School District	Lewiston Porter	<i>Lewiston Porter</i>
13.	Library System	Nioga Library System	<i>Nioga Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	1,694	<i>1,038</i>
16.	Number of Weeks This Outlet is Open	52	<i>32</i>
16a	Number of weeks an outlet closed due to COVID-19	0	<i>20</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	17	<i>21</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	14	<i>13</i>
20.	Enter the appropriate outlet code (select one):	LR	<i>LR</i>
21.	Who owns this outlet building?	Village	<i>Village</i>
22.	Who owns the land on which this outlet is built?	Village	<i>Village</i>
23.	Indicate the year this outlet was initially constructed	1892	<i>1892</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1993	<i>1993</i>
25.	Square footage of the outlet	2,673	<i>2,673</i>
26.	Number of Internet Computers Used by General Public	2	<i>6</i>
27.	Number of uses (sessions) of public Internet computers per year	220	<i>150</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>

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	6,776	N/A
33a Reporting Method for Wireless Sessions	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?	N	N
36. Does your outlet have a Makerspace?	N	N
37. <i>LIBID</i>	5200407250	5200407250
38. <i>FSCSID</i>	NY0406	NY0406
39. <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40. <i>Outlet Structure Status</i>	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. *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
1. Source of Funds	Town	County
2. Name of funding County, Municipality or School District	Town of Porter	Niagara County
3. Amount	\$65,219	\$4,917
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5. Written Contractual Agreement	Y	Y
1. Source of Funds	County	Town
2. Name of funding County, Municipality or School District	Niagara County	Town of Porter
3. Amount	\$7,814	\$80,219
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5. Written Contractual Agreement	Y	Y
1. Source of Funds	Village	Village
2. Name of funding County, Municipality or School District	Village of 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	Y
5. Written Contractual Agreement	Y	Y
11.2 TOTAL LOCAL PUBLIC FUNDS	\$74,033	\$86,136

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$1,260	\$1,008
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	\$600	\$10,266
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,860	\$11,274

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
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Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA	\$0	\$0
11.11 Other Federal Aid	\$6,753	\$0
11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$6,753	\$0

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

11.14 Gifts and Endowments	\$11,125	\$35,186
11.15 Fund Raising	\$24,130	\$24,138
11.16 Income from Investments	\$2,197	\$4,388
11.17 Library Charges	\$762	\$1,053
11.18 Other	\$9,845	\$8,328
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$48,059	\$73,093

11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$130,705	\$170,503
11.21	BUDGET LOANS	\$0	\$17,995
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 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$295,161	\$261,997
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)	\$425,866	\$450,495

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$49,247	\$49,227
12.2	Other Staff	\$33,303	\$32,534
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$82,550	\$81,761
12.4	Employee Benefits Expenditures	\$12,000	\$11,854
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$94,550	\$93,615

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$16,643	\$15,404
12.7	Electronic Materials Expenditures	\$4,543	\$0
12.8	Other Materials Expenditures	\$5,277	\$6,488
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$26,463	\$21,892

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$2,190	\$14,148
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$2,190	\$14,148

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)	\$519	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$519	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$2,607	\$7,910
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$3,126	\$7,910

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$4,064	\$2,883
12.19	Telecommunications	\$1,169	\$1,118
12.20	Postage and Freight	\$851	\$489
12.21	Professional & Consultant Fees	\$4,493	\$2,969
12.22	Equipment	\$0	\$0
12.23	Other Miscellaneous	\$3,384	\$1,250
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$13,961	\$8,709

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$6,687	\$9,060
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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)	\$146,977	\$155,334

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	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$146,977	\$155,334
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$278,889	\$295,161
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$425,866	\$450,495

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).	03/28/2022	04/26/2021
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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
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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
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0

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 2021	\$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	1.18	1.20
16.4	Total Paid Employees	2.18	2.20
16.5	State Government Revenue	\$1,260	\$1,008
16.6	Federal Government Revenue	\$6,753	\$0
16.7	Other Operating Revenue	\$48,659	\$101,354
16.8	Total Operating Revenue	\$130,705	\$188,498
16.9	Other Operating Expenditures	\$23,774	\$25,679
16.10	Total Operating Expenditures	\$144,787	\$141,186
16.11	Total Capital Expenditures	\$2,190	\$14,148
16.12	Print Materials	20,748	20,653
16.13	Total Registered Borrowers	1,807	1,961
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	2	6
16.16	Total Uses (sessions) of Public Internet Computers Per Year	220	150
16.17	Wireless Sessions	6,776	0
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



Notes regarding Financial Reports

as at February 2022 Month End

1 Revenues & Expenditures

For the most part, in line with or below budget.

Expenses: New York State Disability & PFL:

Quarterly charge, but 1st Qtr is 40% of annual budget.

This is due to the PFL insurance rate almost doubling compared with 2021.

But since this is a charge the Library pays on behalf of its staff, it will be deducted from the staff gross salaries, so should be somewhat balanced out by a reduction in gross salaries paid.

Internet/Phone:

Appears to be underbudgeted; but NIOGA does give us credit for our 5 static IP addresses (\$45 per month). So hopefully this will be more in line, once the credit is received and applied.

2 Summary:

As at February 28 th , 2022	Annual Budget	Actual YTD	Total Budget % age
Revenues	\$145,850	\$85,361.09	58.53%
Expenditure	\$145,850	\$19,709.98	13.51%
Balance	\$0	+\$65,651.11	



Other:

In March, the Library received 2 checks totaling **\$15,275.67** from the IRS.

From [irs.gov](https://www.irs.gov):

"The Employee Retention Credit under the CARES Act encourages businesses to keep employees on their payroll. The refundable tax credit is 50% of up to \$10,000 in wages paid by an eligible employer whose business has been financially impacted by COVID-19."

Our CPA thought we should be eligible to claim this, so we instructed her to go ahead and do it. (I had no idea how much we were talking about – I was thinking maybe \$200 - \$300!)

So she made the claim on our behalf and Sonora last week reported that she had received 2 refund checks for the first and second quarters of 2021 amounting to a total of \$15,275.67!
Our CPA has advised us that we may have to repay some amount of this.

Since it is such a large amount and not easily repayable if we were to spend it, I would like to recommend that we reflect this amount as "Revenue" for 2022, but create a separate restricted fund on the balance sheet to keep this in reserve until the IRS has concluded its review/audit of our claim. (Our CPA was not sure, at this time, when this might occur.)

This will be reflected in next month's Financial Reports

Respectfully submitted,

Maggie Steyn

March 28th, 2022

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending February 28th, 2022

YOUNGSTOWN FREE LIBRARY 2022	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE						Feb = 2/12 = 16.67%
TOWN OF PORTER	\$70,000	\$70,000.00		\$70,000.00	\$0.00	100.00%
NIAGARA COUNTY	\$7,814			\$0.00	\$7,814.00	0.00%
Y'TOWN VILLAGE	\$1,000			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,386			\$0.00	\$1,386.00	0.00%
STATE BULLET \$s	\$0			\$0.00	\$0.00	
FRIENDS	\$14,000	\$16.00	\$100.00	\$116.00	\$13,884.00	0.83%
FINES/ COPIER/ FAX	\$2,400	\$231.36	\$114.55	\$345.91	\$2,054.09	14.41%
INTEREST	\$150	\$0.97	\$283.35	\$284.32	-\$134.32	189.55%
GIFTS	\$12,000	\$2,663.00	\$372.92	\$3,035.92	\$8,964.08	25.30%
ANNUAL DRIVE	\$27,000	\$6,912.00	\$4,215.00	\$11,127.00	\$15,873.00	41.21%
MISCELLANEOUS	\$100	\$28.70	\$23.24	\$51.94	\$48.06	51.94%
GRANT FUNDS	\$5,000		\$400.00	\$400.00	\$4,600.00	8.00%
OTHER INCOME	\$5,000			\$0.00	\$5,000.00	0.00%
TOTAL REVENUE	\$145,850	\$79,852.03	\$5,509.06	\$85,361.09	\$60,488.91	58.53%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending February 28th, 2022

<u>EXPENDITURE</u>	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
SALARIES (GROSS)	\$83,900	\$6,007.94	\$6,394.67	\$12,402.61	\$71,497.39	14.78%
HEALTH BENEFIT	\$4,000	\$307.70	\$307.70	\$615.40	\$3,384.60	15.39%
SOCIAL SECURITY & MEDICARE	\$6,724	\$459.61	\$489.20	\$948.81	\$5,775.19	14.11%
CONTINUING ED. , NETWORKING, MILEAGE	\$160			\$0.00	\$160.00	0.00%
NEW YORK STATE DISABILITY &	\$408	\$166.15		\$166.15	\$241.85	40.72%
WORKER'S COMPENSATION	\$850			\$0.00	\$850.00	0.00%
SALARIES (CHRISTMAS BONUS)	\$200			\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$96,242	\$6,941.40	\$7,191.57	\$14,132.97	\$82,109.03	14.68%
			\$7,191.57			
LIBRARY MATERIALS & SERVICES	Budget for 2022	01/01/2022 - 01/31/2022		Totals Year to Date	Remaining in Budget	% of Budget
AV & DIGITAL MATERIALS (excl HOOPLA)	\$6,086	\$704.29	179.92	\$884.21	\$5,201.79	14.53%
HOOPLA (streaming, rental services)	\$4,850	\$337.77	\$332.29	\$670.06	\$4,179.94	13.82%
BOOKS	\$7,500	\$631.51	\$445.11	\$1,076.62	\$6,423.38	14.35%
COMPUTER SOFTWARE	\$280			\$0.00	\$280.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,940	\$86.83	\$150.83	\$237.66	\$3,702.34	6.03%
BOOK PROCESSING & SUPPLIES	\$1,680	\$99.67	\$126.10	\$225.77	\$1,454.23	13.44%
PROGRAMMING	\$1,780	\$158.17	\$16.01	\$174.18	\$1,605.82	9.79%
PUBLICITY & PROMOTION (incl. NFG)	\$1,600			\$0.00	\$1,600.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.88		\$64.88	\$775.12	7.72%
POSTAGE	\$120	\$2.00	\$4.00	\$6.00	\$114.00	5.00%
INTERNET/PHONE	\$580	\$72.44	\$73.46	\$145.90	\$434.10	25.16%
TOTAL LIBRARY MATERIALS & SERVICES	\$29,256	\$2,157.56	\$1,327.72	\$3,485.28	\$25,770.72	11.91%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending February 28th, 2022

OPERATING EXPENDITURE	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
ALMS FEE	\$7,419	\$607.91	\$607.91	\$1,215.82	\$6,203.18	16.39%
OFFICE SUPPLIES	\$800	\$43.63	\$36.98	\$80.61	\$719.39	10.08%
HOUSEKEEPING	\$80	\$4.08	\$4.08	\$8.16	\$71.84	10.20%
+B47INSURANCE	\$4,500			\$0.00	\$4,500.00	0.00%
RENT	\$1			\$0.00	\$0.80	0.00%
(SPACE) - Sonitrol	\$800			\$0.00	\$800.00	0.00%
COPIER LEASE & USAGE	\$840	\$64.89		\$64.89	\$775.11	7.73%
POSTAGE	\$120	\$2.00	\$4.00	\$6.00	\$114.00	5.00%
INTERNET/PHONE	\$580	\$72.43	\$73.45	\$145.88	\$434.12	25.15%
TOTAL OPERATING	\$15,140	\$794.94	\$726.42	\$1,521.36	\$13,618.44	10.05%
COVID-19 Expenses	Budget for 2022	Actuals 01/01/2022 - 01/31/2022		Totals Year to Date		
LIBRARY MATERIALS & PROCESSING	\$0			\$0.00	\$0.00	0.00%
OFFICE SUPPLIES	\$800	\$37.97	\$28.98	\$66.95	\$733.05	8.37%
CALL FORWARD	\$0			\$0.00	\$0.00	0.00%
TOTAL COVID-19 MATERIALS EXPENSES	\$800	\$37.97	\$28.98	\$66.95	\$733.05	8.37%
CAPITAL EXPENDITURE	Budget for 2022					
TECHNOLOGY	\$500			\$0.00	\$500.00	0.00%
OTHER - SPACE iROOMBA & 2nd MEDIFY	\$0			\$0.00	\$0.00	0.00%
TOTAL CAPITAL EXPENDITURES	\$500	\$0	\$0.00	\$0.00	\$500.00	0.00%

YOUNGSTOWN FREE LIBRARY
Profit and Loss Statement
for Month-ending February 28th, 2022

MISCELLANEOUS	Budget for 2022	Actuals 01/01/2022 - 01/31/2022	Actuals 02/01/2022- 02/28/2022	Totals Year to Date	Remaining in Budget	% of Budget Used
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,657	\$250.00	\$250.00	\$500.00	\$3,157.00	13.67%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$3,000	\$250.00	\$250.00	\$500.00	\$2,500.00	16.67%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$200			\$0.00	\$200.00	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$27			\$0.00	\$27.00	
4. 990 PREPARATION & DEPRECIATION	\$400			\$0.00	\$400.00	
5. W-2 PREPARATION	\$30			\$0.00	\$30.00	
6. 1099 PREPARATION	\$0			\$0.00	\$0.00	0.00%
INVESTMENT & ADVISORY FEES	\$0			\$0.00	\$0.00	0.00%
PROFESSIONAL SERVICES - NFG	\$0			\$0.00	\$0.00	
PROFESSIONAL SERVICES - LEGAL etc	\$250			\$0.00	\$250.00	
BANK FEES & CHARGES	\$5		\$3.42	\$3.42	\$1.58	68.40%
MISC - OTHER	\$0			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$3,912	\$250.00	\$253.42	\$503.42	\$3,408.58	12.87%
TOTAL OPERATING EXPENDITURE	\$145,850	\$10,181.87	\$9,528.11	\$19,709.98	\$126,139.82	
SUMMARY						
TOTAL REVENUE:	\$145,850	\$79,852.03	\$5,509.06	\$85,361.09		58.53%
TOTAL EXPENDITURE:	\$145,850	\$10,181.87	\$9,528.11	\$19,709.98		13.51%
Net Gain (Loss):	\$0	\$69,670.16	-\$4,019.05	\$65,651.11		

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: February 28th, 2022

CURRENT CASH ASSETS

Petty Cash	\$100.00	
Key Bank Checking	\$31,882.13	----> Transfer of \$50,000
FICA Receivable	\$3,223.42	
Morgan Stanley - 178- Acct	\$309,997.61	<---- to Morgan Stanley
Morgan Stanley (Scholarship)	\$1,068.22	

TOTAL CURRENT ASSETS **\$346,271.38**

FUND BALANCES

Unrestricted

General (Operating)	\$84,353.16
Sustainability/Foundation	\$100,000.00
Total Unrestricted Funds	\$184,353.16

Restricted

Operating Reserve	\$145,850.00	<----- <i>Reset to Operating</i>
Scholarship (Ruby Carey)	\$1,068.22	<i>Expenditure Budget for New Year</i>
Gifts/Grants (Children's Room)	\$15,000.00	
Total Restricted Fund Balance	\$161,918.22	

TOTAL FUND BALANCES **\$346,271.38**

SUSTAINABILITY MEETING MONDAY MARCH 21, 2022

Attending: Claudia Andres, Maggie Steyn, Dave Smith, David Brooks – Devon Tower

NOTES:

The Committee discussed the need for the YFL to move into the 'new' 21st century Library model. This includes more technology integration including computers lab or area, expanded access and programs, more technology for children, more moveable space and fewer hard copy books, among other things. This is basically following further along the path our Director has indicated with her 'WishList' provided to Maggie Steyn. The Committee also discussed the need for growth and change in programming to include new technology programs and new offerings for all ages. Data on our library usage is needed to pinpoint what demographic is not being reached with the services already offered (Maggie exploring); also a need to assess what services are already offered (Claudia exploring) by other local entities (i.e. Senior Center, Lewiston Library etc).

SUSTAINABILITY THREE WAYS –

PROGRAM GROWTH & CHANGE:

New offerings to be explored such as technology demonstrations/gaming nights/expanded services. A 'Game Room' with both traditional and electronic possibilities for use and special events. Author readings/talks/signings (Claudia Andres is exploring this). Music, art, craft etc demonstrations with pertaining literature available. The Committee is aware of the fact that our staff is stretched and these offerings would be need to be organized by volunteer Board/Friends members.

MONEY:

Grants. Paul & Maggie working on Ralph Wilson. Recommended sustaining grants – ones that can support other than 'items' – most grants are item grants. Item grants are good for the 'WishList' so all Sustainability and Grant committee members are asked to be looking for possible grant opportunities.

Investments: Our current investments do not make much money so the Committee feels it is necessary to re-visit the idea of investing in the Community Foundation of Buffalo. Maggie has information on this from previously and has checked on any updates.

OUTREACH:

Community and Beyond. The Committee feels offerings to the wider community will bring more people to the Library and more attention to the needs of the Library. Such events as

free Movie and Game nights, Color Run, Music nights, visiting authors, poets, songwriters and other guests – all focused on different ages and other demographics - would hopefully bring in new visitors and offer opportunities not available elsewhere.

Jug Run: \$1000.00. Discussion: Should we organize our own, more informal, 'Run'. Devon offered 'Color Run' – fun for kids etc, less formal, could still have prizes (Devon checking into).

Party @ Somewhere: Dave will address this month with Pat Stack, let Pat run it. Possible dates given to see if Pat can accommodate were May 21 or 22 / June 18 or 19.

Golf Tournament: Devon researching with in-laws, would be a 2023 event.

David mentioned Chess, Euchre or similar tournaments – not so much money makers but outreach events.

The Committee is open to new ideas and is still committed to organizing fundraising in order to support our library.

YFL FOUNDATION COMMITTEE: Meeting Tuesday 10/20/2020

7:10 pm

Attending: Claudia Andres, Jerry Andres, Barb Costello, Lauren Morse, Sean Scarisbrick, Maggie Steyn

FOUNDATION PRACTICAL?

- *Relatively easy to move forward in creating**
- * Cost to participate in Buffalo Foundation \$100,000.00+**
- *Future money - but the need is now**
- *Market volatile**
- *Patron confidence low**

NEEDS

- *Patron confidence (Advertise reasons for closure?)**
- *Sonora and staff – keep calm**
- *Village Board support (talk to Raleigh and Board members)**
- *\$ - need money**

YFL BOARD MEETING

- *Letter to VOY Board on YFL reopening plan/our opposition to continued closure**
- *Contingency fund expenditure – increase by at least \$15,000.00 {loss from TOP}**
- *Cut Expenditures?**
- *Begin Foundation paperwork?**
- *Capital Campaign to fund renovations?**
- *Include Legacy potential in Capital Campaign – segue into Foundation in the future?**
- *!! Marketing for Capital Campaign and/or Foundation**
- *Involve Friends in C.C. and/or Foundation? (Large \$ numbers – not a bake sale**
(Creation of one Fundraising committee eventually – Board/Friends combination)

Making a Decision to Create a Foundation

Background:

In Spring/Summer of 2020, we initiated an effort to determine if we wished to create or be part of a Foundation. Some research was done, reaching out to the Community Foundation for Greater Buffalo to gather information.

But focus was switched (a) to COVID concerns and (b) to searching for a new Library space, (for which readily available capital might be required.)

The search for space has now halted and with interest rates at almost an all-time low (although slowly rising now), it was determined in recent meetings of both the Finance Committee and the Sustainability Committee, that we really should explore a Foundation again.

Argument:

- (1) We could entrust monies to a Community Foundation (with a multi-million investment portfolio) and thus considerably reduce the risk of losses both real or due to inflation.
- (2) The public perception that the Library has associated itself with a Foundation might have a greater impact on the public's Giving strategies.

Information:

- Validity of a Community Foundation – see discussion on Page 56 of the Trustees Handbook (addendum)
- Our community foundation would be the “Community Foundation of Greater Buffalo”, (CFGB) as contacted previously.
- Other Library-organizations to be part of the foundation – Wilson Community Library, Buffalo & Erie County Public Library System
- Initial Investment \$100,000 (already set aside on our balance sheet for “Sustainability/Foundation”)
- Do NOT need a separate 501(c)(3) identity, Foundation Board, Bylaws or separate accounting (other than separate from our Operational Account).
- We would need to incorporate suitable language into our investment Policy.

(CFGB has provided us with some ‘boiler-plate policy language already.)

Moving forward:

If the Board feels we should explore this option, I would like to propose that everyone takes time to review and research the information in our dropbox:

*Folder: Foundation/Community Foundation of Greater Buffalo (CFGB)
Membership/2022 Conversations with CFGB*

(...and also the '2020 Conversations with CFGB', because nothing much seems to have changed.)

At the April Board meeting, I would like to propose that we vote on a motion to move forward immediately with membership of CFGB and commit the \$100,000 to it.

(Alternatively the Board might feel that it needs more time.)

Once that is done, we would need to develop a strategy for informing and engaging the public to consider legacy gift-giving etc. to the Library's Foundation.

Maggie Steyn

March 2022

HANDBOOK FOR LIBRARY TRUSTEES OF NEW YORK STATE

2018
Edition

Jerry Nichols,
Palmer School of Library and Information
Science, LIU Post, Brookville, NY

Rebekkah Smith Aldrich,
Mid Hudson Library System, Poughkeepsie, NY

With the assistance of the
Library Trustees Association of New York State
New York Library Association
New York State Library
Public Library Systems Directors Organization of New York State

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Investment of Funds

Because public library trustees act as custodians of public funds, they are subject to very tight restrictions on eligible investments. As the State Comptroller recommends:

"The primary objectives of the library's investment activities should be, in priority order, 1) to conform to all applicable federal, state and other legal requirements (legal), 2) to adequately safeguard principal (safety), 3) to provide sufficient liquidity to meet all operating requirements (liquidity) and 4) to obtain a reasonable rate of return (yield.)" See: Investing and Protecting Public Funds
<http://osc.state.ny.us/localgov/pubs/lmgmg/investingpublicfunds.pdf>

Under General Municipal Law and subsequent court rulings, all funds (including privately raised moneys) under the control of a municipal, school district, or special legislative district library must be invested in the following limited number of financial vehicles:

- Time deposit accounts or certificates of deposit in commercial banks and trust companies located and authorized to do business in New York State;
- Obligations made by the United States of America or guaranteed by the United States of America;
- In limited circumstances, obligations of municipalities and other municipal corporations.

Except for gifts given to the library as a true trust, even privately acquired funds are subject to these investment limitations for public libraries. Under certain circumstances, and with the express permission of the State Comptroller, gifts of stock may be held until a fiscally appropriate time for sale. Some public libraries have partnered with regional “community foundations” to allow the foundation to accept significant donations on behalf of the library and to invest them in a diversified manner. It is critical to develop this relationship before such a donation is made and to review such an arrangement with the library’s legal and financial advisors. (<https://www.cof.org/community-foundation-locator>)

Association libraries are not subject to General Municipal Law and therefore have more flexibility and discretion in their investments. However, it is strongly recommended that public funds under the management of an association library board be invested only as described above. Private funds should be subject to a sound investment policy. The board must always understand its accountability to all those who support the library, in whatever fashion.

Capital Projects

When the time comes for a major expansion or renovation, public and association libraries generally seek public approval to borrow the necessary funds from a financial institution or to issue municipal bonds through an authorized agency such as a school district, Community Development Corporation or the Dormitory Authority of the State of New York (DASNY). Libraries are not authorized under state law to issue municipal obligations on their own. Such financing is quite complex. Professional legal and financial assistance is strongly recommended.

Other sources of funding for capital projects for public libraries, and the primary sources for association libraries, can include a traditional capital campaign, requests for funding through your state legislators and the State Aid for Library Construction Program administered through your public library system. Association library boards, as private not-for-profit corporations, are permitted to engage in fundraising activities for the benefit of the library in their capacity as board members. Of course, the library director must be an important part of your fundraising team.

Public library boards generally take care to separate private fundraising efforts (such as direct personal solicitations, as opposed to seeking grants from foundations or government agencies) from normal library operations and board activities since there are restrictions on the appropriate use of public funds. Many boards entrust the fundraising role to Library Friends and/or Foundations. Of course, trustees are private citizens too and may certainly work to raise money for the library as individuals. Please refer to the chapter on Library Friends and Foundations later in this Handbook.