



# Youngstown Free Library

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

## Draft Minutes of the Youngstown Free Library

### 70th Annual Association Meeting

January 27, 2020 in the Community Room of the

Youngstown Free Library

beginning at 6:30pm.

**Present:** Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Mary Wieland, Claudia Andres, Jerome Andres, Kevin Cassick, Barbara Costello, Emma Hartloff, Devon Tower, Library Director, Sonora Miller, President of the Friends, Keith Hartloff

**Absent:** Lauren Morse

**Call to Order:** by Sean Scarisbrick at 6:35pm

**Nomination of President and Secretary Pro-Tempore:** Sean was elected President and Karran Swayze was elected Recording Secretary on a motion made by Paul Inskeep and seconded by Karran Swayze. The motion passed.

**Minutes:** The minutes of the 69<sup>th</sup> Annual meeting of January 28, 2019 were accepted as presented.

### **Election of New Board of Trustees and Returning Trustees for terms beginning in 2020 as presented by Barbara Costello:**

Emma Hartloff.....Board of Trustees first 3-year term 2020-2023

DevonTower.....Board of Trustees first 3-year term 2020-2023

Maggie Steyn.....Renewal third 3-year term 2020-2023

Karran Swayze.....Renewal second 3-year term 2020-2023

There being no further nominations from the floor, the nominations are closed and the Secretary Pro-Tempore will cast one vote for the slate of nominees as presented. The motion was made by Sean Scarisbrick and seconded by Paul Inskeep. The motion passed. The Board welcomed the new and returning trustees.



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### Annual Reports:

Director Sonora Miller presented her Report for 2019. A copy is available in the Dropbox. She called attention to the 4 Goals of the Strategic Plan and gave a brief review of how we have done this past year.

- ✓ The air conditioning system was replaced.
- ✓ Storage was addressed.
- ✓ The old copier was replaced and a new lease agreement with Toshiba was signed.
- ✓ The Memorandum was signed with the Friends.
- ✓ The Appreciation Event was held in April to thank the community volunteers for their commitment to the Library.
- ✓ We have finished the inventory.
- ✓ Even though we are a small library, we process many requests for materials from other places through the Interlibrary Loan program.
- ✓ We have a new logo.
- ✓ The Lion's Den, for the visually impaired, was completed and is operating.
- ✓ We continue our outreach programs.

### Financial Report:

Trustee Maggie Steyn indicated that the report for 2019 is available in the DropBox. Our investment report is also available in the DropBox. Our investments are with MorganStanley in CD's which mature at different times during the year. While healthy, the return does not make us sustainable in the long term.

### President's Report:

Annual Report from the President will be available in the DropBox. In his remarks, Sean said that we need to make our story concerning the library and its needs, known to the community. We may be taken for granted by the community, and it needs to be reminded about our programs inhouse, outreach programs through the senior center and the summer programs.

### Friends of the Library President's Report:

Friends President Keith Hartloff wanted to thank outgoing President Jan Howard for her leadership and commitment to the Friends and to the Library. Also, he wanted to thank the volunteers of the Friends who work so hard and so diligently to make their fundraisers a success. Lastly he wanted to thank the members of the Board for their commitment and hard work helping to make the programs and fundraisers successful. The Friends donated to the library almost \$13,000 from the fundraisers during 2019. This money is used for "extras" not for operating budget items. A written and filed President's Report for 2019 is available. He mentioned the upcoming February 2, 2020 Chili Cook-Off being sponsored by Bandana's Restaurant.



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### **Old Business:**

None

### **New Business:**

Maggie Steyn made a motion, seconded by Sean Scarisbrick, that recurring expenses for 2020, be paid without need for preapproval. During the discussion that followed the motion, Maggie pointed out that this speeds up the payment process. Otherwise a month might pass before approval was made.

The following items are included in this list:

- ✓ All personnel expenses relating to salaries, wage and other wage-related compensations
- ✓ All expenses relating to accounts, payroll preparation and payroll tax payment.
- ✓ Internet and phone.
- ✓ Alms (Automated Library Management Systems) fees. "the fees we pay to NIOGA for use of their patron-check-out system and collection-catalog services etc."
- ✓ Housekeeping.
- ✓ Postage.

The motion passed.

### **Public Comment:**

None

### **Adjournment:**

The motion was made at 7:05pm by Maggie Steyn, seconded by Sean Scarisbrick to adjourn. The motion passed.

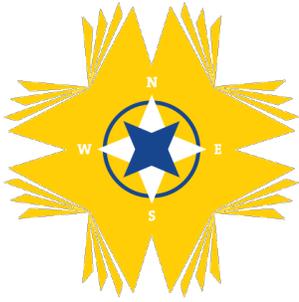
### **Next meeting:**

January,25, 2021 at 6:30pm in the Community Room of the Library. All are welcome to attend.

Respectfully submitted:

Karran Swayze, Recording Secretary Pro-Tempore

Youngstown Free Library Association



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### Director's Report

**Annual 2019**

In 2019, the Library accomplished tasks from each of its four goals in its 2018-2023 Strategic Plan.

#### GOAL 1: SUSTAINABILITY

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

The Library updated its nearly forty-year-old air conditioning system. Aging non-circulating water-cooled units were replaced with wall-mounted energy-efficient Samsung units. A NYS Construction grant was applied for in order to support this purchase.

The Library also updated its storage area. With the removal of the toilet and sink in the Library's storage room in December 2018, I was able to reorganize our newly enlarged storage area in 2019. We now have room for materials for Library storage of records, Town of Porter's supplies, programming materials, and holiday decorations.

The Library negotiated a new contract and machine for its copy, printing, faxing, and scanning needs. This Toshiba contract saves the Library money while offering higher-quality printing and scanning.

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

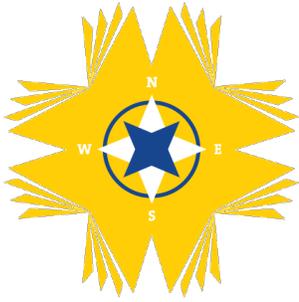
For sustainability of support, the Friends are essential to the Library. As such, a Memorandum of Understanding between the Friends and the Library was signed in the spring. This clarifies the relationship and expectations of each organization.

#### GOAL 2: RESPONSIVENESS TO THE COMMUNITY

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

Community members show their participation with their feet, but attendance is also reliant on the Library's ability to be open to serve them. In 2019, the Library was open for 1,945.5 hours. This is far higher than the state-mandated requirement of 1,300 open hours per year for a library of our size. During our open hours, a total of 25,177 people visited the Youngstown Free Library.

Community members also show their support by becoming volunteers. In March 2019, the Library held its second annual Volunteer Appreciation Reception. This party is funded by an anonymous donation so as to remain outside the budget, and not dilute regular or Friends funding. The reception celebrated the work of the board members, Friends directors, and regular volunteers who served the Library during the 2018-2019 years. Volunteers were feted with refreshments, thanks, and each was honored with a new classic book for the Library collection in their name. Nearly fifty volunteers attended. Thank you to our dedicated volunteers who donated their time and talents to the Library in 2019. They have vacuumed the Library, built furniture, cleaned tables, found lost books and helped patrons!



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

In 2019, the Library offered 333 programs to 5,318 attendees. This is the highest level of programming and attendance in our recorded history.

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

The inventory of the Library’s entire collection was completed at the beginning of June. This was the first inventory done since 2005. This project was started in fall 2017, and covered over 25,000 items in the Youngstown Free Library’s collection. Over the course of the project, thousands of errors in cataloging records were caught and corrected, and items not found on the shelves had their digital records removed from the system. Now that the digital collection matches the shelves, it will be much easier to track patron holds, organize the shelves and efficiently weed the collection.”

The Library received a grant from Nioga for \$200 to purchase more materials for our family play area in the Children’s Room. These toys encourage cooperation, imaginative play, and pre-literacy skills.

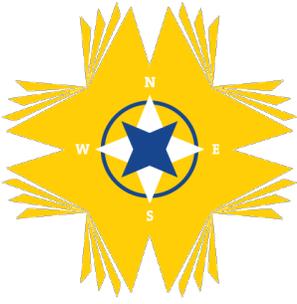
In 2019, the Library saw a continued rise in patrons’ use of the collection.

| Collection                           | 2016          | 2017          | 2018          | 2019          |
|--------------------------------------|---------------|---------------|---------------|---------------|
| Adult Fiction (+YA Print)            | 6,670         | 6,534         | 6,670         | 7,047         |
| Adult Non-Fiction                    | 2,407         | 2,597         | 3,253         | 3,723         |
| Juvenile Fiction                     | 5,676         | 4,864         | 4,935         | 5,735         |
| Juvenile Non-Fiction                 | 1,181         | 863           | 1,365         | 1,357         |
| Other (A/V+Periodicals+ Misc.+Other) | 5,801         | 5,745         | 6,701         | 6,317         |
| Computer Use                         |               | 712           | 939           | 841           |
| Electronic Resources                 | 711           | 1,449         | 2,353         | 2,948         |
| Interlibrary loans received          | 3,059         | 3,392         | 4,491         | 4,801         |
| Interlibrary loans provided          | 3,125         | 3,176         | 2,965         | 2,767         |
| <b>Total</b>                         | <b>28,630</b> | <b>29,332</b> | <b>33,672</b> | <b>35,536</b> |

## “Provide Library services that respond to community needs.”

To increase services to patrons with vision impairments, the Youngstown Free Library is now registered as an official library partner with the Talking Book and Braille Center and the Library of Congress National Library Service for the Blind and Physically Handicapped. The New York State Talking Book and Braille Center has sent us a digital player and audiobook to share with patrons with visual difficulties who do not own a CD player. I am also available to register people to receive their own player and access to the NYSTBBC from home.

When traffic and check-outs increased, the Library needed to respond to the community’s need for faster service. Patrons had been waiting increasingly long times to check out their items due to the Library’s popularity during busy times. In the fall of 2019, the Library doubled its services to



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patrons at the Front Desk. Thanks to a grant from the Friends, the Library now offers two check-out stations at the Front Desk.

### GOAL 3: TRANSPARENCY AND COMMUNICATION

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

To enhance the Library brand in the community, Molly Marietta unveiled the Library’s new logo in spring 2019. This logo, font, and branding solidifies the Library’s look across all forms of communication.

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

Facebook saw an increase from 636 followers to 857 followers:

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

Twitter saw an increase from 38 followers to 41 followers: <https://twitter.com/ytownlibrary>

Instagram saw an increase from 217 followers to 317 followers:

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

In 2019, I continued to write and publish the Library’s newsletter on a semi-regular basis. The newsletters featured a short article, along with upcoming programs, Friends events, and changes to our operating hours. To add your name to the subscription list, sign up here:

<http://eepurl.com/bzJNCT>

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

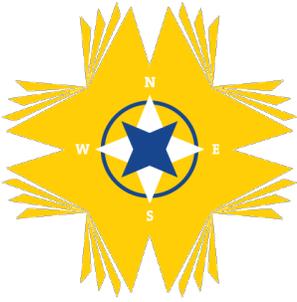
The Library earned the 2019 Silver Guidestar Seal of Transparency. Sharing information about the Library’s finances and leadership allows more people to have access to quality information about the Youngstown Free Library.

**“Anticipate and provide for community information needs.”**

In order to better serve those with sight impairments in the community, the Lions’ Den project was completed in spring 2019. From large print books to our electronic magnifier, from our comfortable armchair to our NY Talking Book and Braille Center, the Library is proud to partner with the Youngstown Lions Club to serve all patrons in our community.

### 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.”**



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In 2019, the Library continued to offer programming beyond the Library walls. I continued running monthly Book Clubs and monthly Basic Tech Help programs at the Senior Center. We also offered programs and StoryWalks in Falkner Park throughout the summer of 2019. I ran bi-weekly storytimes for toddler and pre-school classes at the Children's House during the school year of 2019.

The organizational partnership between the Lions Club and the Library was solidified in 2019. At the beginning of April, I presented at their meeting. This was a chance to showcase what the Library does and how it is here to help the whole community, including those with sight impairments. Later that month, the Lions' Den was dedicated in the Library.

The Library partnered with businesses in 2019 to enhance programs and services at the Library: Old Fort Niagara, Edward Jones, Youngstown Garden Club,

In the Village community, the Library actively participated at the Summer Street Dance and the Christmas in the Village.

In the Town of Porter community, the Library and Friends participated in Summerfest. The Library was represented in both the St. Patrick's Day parade and the Labor Day parade; many thanks to the dedicated Friends and volunteers who helped with the parades!

In the business environment, the Library was an active member of the Youngstown Business and Professional Association. As such, members of the Board or the Director attended meetings in 2019.

To represent the Library in government, I or a board member occasionally attended the Village of Youngstown meetings or Town of Porter meetings to represent the Library to local political leaders and share information about the Library.

The Youngstown Free Library has deepened its relationship with the local schools in 2019. In May, I talked to four classes at the Lew-Port High School about democracy, privacy, and social equity in libraries. I also showed them how to access Hoopla and the other digital library apps.

Marlene has completed another year of partnering with the area's preschools, public and private schools to ensure that the Children's Room walls are decorated monthly with fresh artwork from. She coordinated with teachers, picked up stacks of paintings from schools, and hung hundreds of artworks in 2019. Each month the walls are flooded with creativity and color from area students.

Another year of "One District, One Book" was held in winter and spring of 2019. This annual, district-wide reading program partners schools with community businesses and libraries to read a single book together. As a member of the committee, I organized book voting at the Library, read aloud a book chapter for the District's website, and participated in representing the Library at Family Literacy Night in March. Finally, the "One District, One Book" committee joined the Friends of the Library in marching in Youngstown's St. Patrick's Day parade in the theme of this year's book, *The Lemonade War*.

Respectfully submitted,

Sonora R. Miller  
Library Director

**FINANCIAL REPORT**  
**for the**  
**ANNUAL MEETING – January 27th 2020**

The 2019 Budget was again planned as a deficit budget, with projected expenses being \$23,483 above projected income.

However, our income for 2019 exceeded budget by nearly \$20,000. This is partly due to the showing of a \$5,000 gift which is actually a restricted gift and must be moved from the Operating account to the Restricted Funds account at year-end. Additionally, our 2019-2020 fund drive is \$4,692 over budget.

| Year | Budget   | Actuals  | # of Donors |
|------|----------|----------|-------------|
| 2019 | \$16,000 | \$20,692 | 236         |
| 2018 | \$14,000 | \$15,497 | 170         |

Interest on our CD investments also yielded \$3,800 more than anticipated, thus due to many CDs now paying interest twice a year during their term rather than at maturity, and we received gifts \$4,400 more than expected.

On the Expenses side, Personnel came in at nearly \$4,000 under budget. All other Expense-categories came in under their budget, except for Long Term Planning, where we decided to spend \$10,800 on the Library's new A/C system. (However, we have applied for a grant to offset this expense but the outcome of this application will not be known until late-summer 2020.)

The end result is that we have come in with a bottom line of **plus \$1,975.79** – an excellent result – much better than **minus \$23,483!**

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

This result would also not have been possible without the very generous support of the Friends who had a fantastic year of fund-raising and supplemented our budget by an amazing amount. (They also matched our gift of \$750 for the Ruby Carey Scholarship winner.)

We have renewed our contract with our CPA Jenn Thom, whom we hired in January 2018, for another two-year period at the same rates. Checks and reports are received in a timely manner and all accounting paperwork is processed electronically and consequently we have back-up to all paper copies of original documentation and printing is kept to a minimum.

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

The 990 tax return was filed in May as required, our staff have received their year-end W-2s and all NYS and Federal Payroll returns have been generated for 2019. There were no 1099s necessary for 2019.

Respectfully submitted,  
Maggie Steyn  
Treasurer  
January 27<sup>th</sup>, 2020

| <b>YOUNGSTOWN<br/>FREE LIBRARY<br/>2019</b>             | <b>BUDGET<br/>2019</b> | <b>Activity<br/>11/01/2019 -<br/>12/31/2019</b> | <b>Totals Year-<br/>End 2019</b> | <b>% of<br/>Budget</b> |
|---|------------------------|---|----------------------------------|------------------------|
| <b><u>REVENUE</u></b>                                   |                        |   |                                  |                        |
| TOWN OF PORTER  | <b>\$80,219</b>        | \$0.00  | \$80,219.00                      | 100%                   |
| NIAGARA COUNTY<br>YOUNGSTOWN<br>VILLAGE                 | <b>\$5,440</b>         | \$0.00  | \$5,577.00                       | 103%                   |
|   | <b>\$1,000</b>         | \$1,000.00                                      | \$1,000.00                       |                        |
| LOCAL LIBRARY AID                                       | <b>\$1,420</b>         | \$144.00  | \$1,580.00                       | 111%                   |
| LEGISLATIVE INITIATIVE                                  | <b>\$5,000</b>         | \$0.00  | \$5,000.00                       |                        |
| FINES/ COPIER/ FAX                                      | <b>\$2,300</b>         | \$492.03  | \$2,940.63                       | 128%                   |
| INTEREST  | <b>\$2,400</b>         | \$383.92  | \$6,201.10                       | 258%                   |
| GIFTS   | <b>\$2,000</b>         | \$2,031.74                                      | \$6,424.49                       | 321%                   |
| ANNUAL DRIVE  | <b>\$16,000</b>        | \$2,405.00                                      | \$20,692.09                      | 129%                   |
| TRANSFER FROM LONG<br>TERM PLANNING FUND - A/C<br>UNITS | <b>\$0</b>             | \$0.00  | \$10,800.00                      |                        |
| MOVE TO LONG TERM<br>PLANNING - SPACE ACCOUNT           | <b>\$0</b>             | \$0.00  | -\$10,800.00                     |                        |
| MISCELLANEOUS   | <b>\$300</b>           | \$103.43  | \$306.11                         | 102%                   |
| GRANT FUNDS   | <b>\$0</b>             | \$5,000.00                                      | \$5,500.00                       |                        |
| <b>TOTAL REVENUE</b>                                    | <b>\$116,079</b>       | <b>\$11,560.12</b>                              | <b>\$135,440.42</b>              | <b>116.68%</b>         |

| <b><u>EXPENDITURE</u></b>  | <b>BUDGET<br/>2019</b>    | <b>Activity<br/>11/01/2019 -<br/>12/31/2019</b> | <b>Totals Year-<br/>End 2019</b> | <b>% of<br/>Budget</b> |
|--|---------------------------|---|----------------------------------|------------------------|
| <b>PERSONNEL</b>   |                           |   |                                  |                        |
| SALARIES (GROSS)   | \$78,662                  | \$11,861.18                                     | \$76,052.84                      | 97%                    |
| HEALTH BENEFIT<br>SOCIAL SECURITY &<br>MEDICARE  | \$4,000<br>\$6,324        | \$615.30<br>\$954.42                            | \$4,000.00<br>\$6,124.02         | 100%<br>97%            |
| CONTINUING EDUCATION<br>& NETWORKING<br>NEW YORK STATE<br>DISABILITY & SUTA/FUTA<br>WORKER'S<br>COMPENSATION | \$500<br>\$500<br>\$500   | \$0.00<br>-\$39.55<br>\$0.00                    | \$21.61<br>\$303.85<br>\$143.45  | 4%<br>61%<br>29%       |
| SALARIES (CHRISTMAS<br>BONUS)  | \$200                     | \$200.00  | \$200.00                         | 100%                   |
| <b>TOTAL<br/>PERSONNEL</b>   | <b>\$90,686</b>           | <b>\$13,591.35</b>                              | <b>\$86,845.77</b>               | <b>96%</b>             |
| <b>LIBRARY<br/>MATERIALS</b>   |                           |   |                                  |                        |
| AUDIO VISUAL<br>MATERIALS  | \$5,500                   | \$776.86  | \$5,147.81                       | 94%                    |
| BOOKS<br>COMPUTER<br>SOFTWARE  | \$11,000<br>\$200         | \$1,206.96<br>\$0.00                            | \$6,199.08<br>\$0.00             | 56%<br>0%              |
| PURCHASES FROM<br>GRANT/GIFT FUNDS<br>SUBSCRIPTIONS &<br>LIBRARY MEMBERSHIPS                                 | \$2,500                   | \$142.85  | \$149.72                         | 6%                     |
| BOOK PROCESSING &<br>SUPPLIES  | \$1,600                   | \$103.84  | \$1,683.03                       | 105%                   |
| PROGRAMMING<br>PUBLICITY &<br>PROMOTION  | \$800<br>\$600            | \$231.71<br>\$72.04                             | -\$214.00<br>\$176.21            | -27%<br>29%            |
| COPIER LEASE &<br>USAGE  | \$1,450                   | \$0.00  | \$2,610.09                       | 180%                   |
| POSTAGE  | \$280                     | \$8.00  | \$74.55                          | 27%                    |
| INTERNET/PHONE<br><b>TOTAL LIBRARY<br/>MATERIALS</b>   | <b>\$550<br/>\$24,480</b> | <b>\$274.31</b>                                 | <b>\$1,601.91</b>                | <b>291%</b>            |

| <b>OPERATING EXPENDITURE</b>             | <b>BUDGET 2019</b> | <b>Activity 11/01/2019 - 12/31/2019</b> | <b>Totals Year-End 2019</b> | <b>% of Budget</b> |
|--|--------------------|---|-----------------------------|--------------------|
| ALMS FEE                                 | \$8,715            | \$1,452.50                              | \$8,715.00                  | 100%               |
| OFFICE SUPPLIES                          | \$1,500            | \$378.08                                | \$1,542.43                  | 103%               |
| HOUSEKEEPING                             | \$150              | \$8.68                                  | \$162.05                    | 108%               |
| INSURANCE                                | \$2,900            | \$800.00                                | \$3,980.77                  | 137%               |
| RENT                                     | \$1                | \$0.00                                  | \$2.00                      | 200%               |
| (SPACE)                                  | \$2,000            | \$519.48                                | \$519.48                    | 26%                |
| COPIER LEASE & USAGE                     | \$1,450            | \$228.74                                | -\$79.77                    | -6%                |
| POSTAGE                                  | \$280              | \$0.00                                  | \$24.10                     | 9%                 |
| INTERNET/PHONE                           | \$550              | \$0.00                                  | \$0.00                      | 0%                 |
| <b>TOTAL OPERATING</b>                   | <b>\$17,546</b>    | <b>\$3,387.48</b>                       | <b>\$14,866.06</b>          | <b>85%</b>         |
| <b>CAPITAL EXPENDITURE</b>               |                    |   |                             |                    |
| TECHNOLOGY                               | \$1,750            | \$0.00                                  | \$751.22                    | 43%                |
| GIFT FROM FRIENDS FOR NEW STAFF COMPUTER | \$0                |   | -\$800.00                   |                    |
| LONG TERM PLANNING/OTHER - SPACE etc     | \$450              | \$0.00                                  | \$11,100.00                 | 2467%              |
| EQUIPMENT-CHAIRS                         | \$0                |   | \$911.18                    |                    |
| GIFT FROM FRIENDS-CHAIRS                 | \$0                |   | -\$911.18                   |                    |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>\$2,200</b>     | <b>\$0.00</b>                           | <b>\$11,051.22</b>          | <b>502%</b>        |

| <b>MISCELLANEOUS</b>   | <b>BUDGET<br/>2019</b> | <b>Activity<br/>11/01/2019 -<br/>12/31/2019</b> | <b>Totals Year-<br/>End 2019</b> | <b>% of<br/>Budget</b> |
|--|------------------------|---|----------------------------------|------------------------|
| ACCOUNTING &<br>PAYROLL SERVICES: (Total<br>of 6 line-items below) | <b>\$3,450</b>         | <b>\$498.00</b>                                 | \$3,060.50                       | 89%                    |
| 1. MONTHLY BOOK-KEEPING<br>& ACCOUNTING                            | <b>\$2,580</b>         | \$430.00  | \$2,622.00                       | 102%                   |
| 2. BI-WEEKLY PAYROLL INCL<br>FED & STATE TAX PAYMENTS              | <b>\$260</b>           | \$68.00   | \$425.50                         | 164%                   |
| 3. MISCELLANEOUS - ACH<br>FEES, OVERNIGHT POSTAGE<br>etc.          | <b>\$124</b>           | \$0.00  | \$13.00                          | 10%                    |
| 4. 990 PREPARATION &<br>DEPRECIATION                               | <b>\$400</b>           | \$0.00  | \$0.00                           | 0%                     |
| 5. W-2 PREPARATION   | <b>\$40</b>            | \$0.00  | \$0.00                           | 0%                     |
| 6. 1099 PREPARATION<br>INVESTMENT &<br>ADVISORY FEES               | <b>\$46</b>            | \$0.00  | \$0.00                           | 0%                     |
| PROFESSIONAL<br>SERVICES - AUDIT etc                               | <b>\$150</b>           | \$0.00  | \$0.00                           | 0%                     |
| PROFESSIONAL<br>SERVICES - LEGAL etc                               | <b>\$250</b>           | \$0.00  | \$0.00                           | 0%                     |
|  | <b>\$750</b>           | \$0.00  | \$0.00                           | 0%                     |
| BANK FEES & CHARGES  | <b>\$50</b>            | \$0.00  | \$2.99                           | 6%                     |
| MISC - OTHER   | <b>\$0</b>             | \$0.00  | \$19.95                          |                        |
| <b>TOTAL<br/>MISCELLANEOUS</b>                                     | <b>\$4,650</b>         | <b>\$498.00</b>                                 | <b>\$3,083.44</b>                | <b>66%</b>             |
| <b>TOTAL OPERATING<br/>EXPENDITURE</b>                             | <b>\$139,562</b>       | <b>\$20,293.40</b>                              | <b>\$133,464.63</b>              | <b>96%</b>             |
| <b>Net Income (Loss)</b>   | <b>-\$23,483</b>       | <b>-\$8,733.28</b>                              | <b>\$1,975.79</b>                |                        |

**YOUNGSTOWN FREE LIBRARY  
BALANCE SHEET  
As at: December 31st, 2019**

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

**ASSETS**

|                              |                     |                     |
|------------------------------|---------------------|---------------------|
| Petty Cash                   | \$100.00            | \$100.00            |
| Key Bank      Checking       | \$27,576.32         | \$13,550.88         |
| Morgan Stanley - 178- Acct   | \$238,189.22        | \$241,997.87        |
| Morgan Stanley (Scholarship) | \$2,543.09          | \$3,212.86          |
| <b>TOTAL ASSETS</b>          | <b>\$268,408.63</b> | <b>\$258,861.61</b> |

**FUND BALANCES**

**Unrestricted**

|                                      |                     |                    |
|--------------------------------------|---------------------|--------------------|
| General (Operating)                  | \$31,586.10         | -\$2,369.25        |
| Long Term Plan                       | \$100,000.00        | \$100,000.00       |
| A/C Units                            | -\$10,800.00        |                    |
| Gifts /Grants                        |                     | \$400.00           |
| Ortt Bullet Funds (promised in 2018) | \$5,000.00          | \$0.00             |
| Lions Club                           | \$250.00            |                    |
| Anonymous                            | \$150.00            |                    |
| NIOGA Summer Reading Grant           | \$300.00            |                    |
| Children's Room Windows              | -\$300.00           |                    |
| NYS Family Literacy Grant            | \$200.00            |                    |
| Programming Supplies                 | -\$82.56            |                    |
| <b>Total Unrestricted Funds</b>      | <b>\$126,303.54</b> | <b>\$98,030.75</b> |

**Restricted**

|                                      |                     |   |
|--------------------------------------|---------------------|---|
| Operating Reserve                    | \$139,562.00        | <----- Reset to -----> \$152,618.00             |
| Scholarship (Ruby Carey)             | \$2,543.09          | Expenditure Budget for New Year      \$3,212.86 |
| Gifts (with restrictions for use)    | \$0.00              | \$0.00  |
| Gifts/Grants (Children's Room)       | \$10,000.00         | \$5,000.00                                      |
| <b>Total Restricted Fund Balance</b> | <b>\$142,105.09</b> | <b>\$160,830.86</b>                             |

**TOTAL FUND BALANCES**      **\$268,408.63**

**\$258,861.61**

# INVESTMENT REPORT

for the

ANNUAL MEETING – January 27th 2020

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

All of our Morgan Stanley investment-holdings are in a series of laddered CDs. (See attached bar-chart & Year-End Morgan Stanley summaries.)

Our Fund Balances, per the Balance Sheet, reflect the allocations of our assets into:

Unrestricted Funds (Operating (General), the Long Term Plan and other grants and gifts donated with no restrictions etc.) and

Restricted Funds for Operating Reserve, the Ruby Carey Scholarship Award and any Restricted Gifts that have been donated strictly for the Children's Room etc..

If we continue to make a \$750 award to the Ruby Carey Scholarship recipient each year, we can continue with this program until summer 2022, after which the fund will be depleted.

I believe we have a healthy portfolio of investments, but even so, interest generated on these holdings only amounted to some \$6,200 in 2019. This investment-interest-income does not offset increased operating expenses and so as we continue to adopt a deficit budget, we will gradually dip into our Operating Reserve unless we can find alternative sources of income-stream.

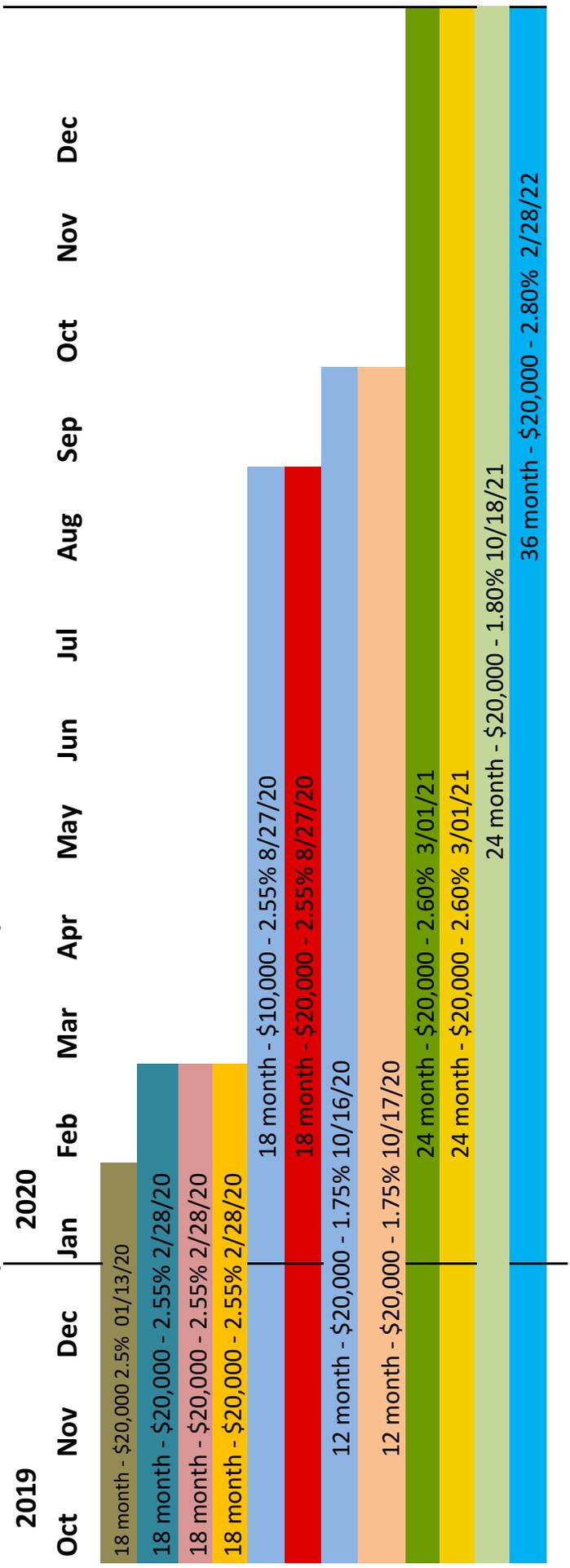
Respectfully submitted,

Maggie Steyn  
Treasurer  
January 27<sup>th</sup>, 2020

# MORGAN STANLEY HOLDINGS as at 12-31-2019

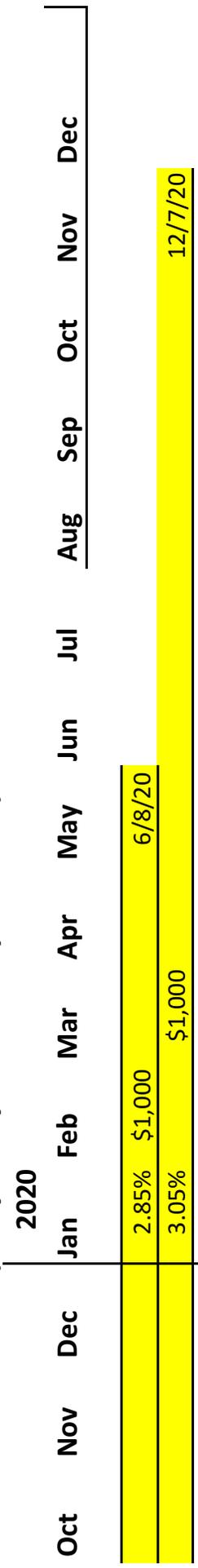
## showing CD Maturity Dates

### MORGAN STANLEY (Reserve Funds Account)



**Sum of CDs: Approx. \$232,000 + approx. \$6,335 in cash**

### MORGAN STANLEY (Ruby Carey Scholarship Account)



**. 2 x \$1,000 CDs maturing in 2020 + ~ \$522 cash**



Active Assets Account YOUNGSTOWN FREE LIBRARY  
ATTN THE TREASURER

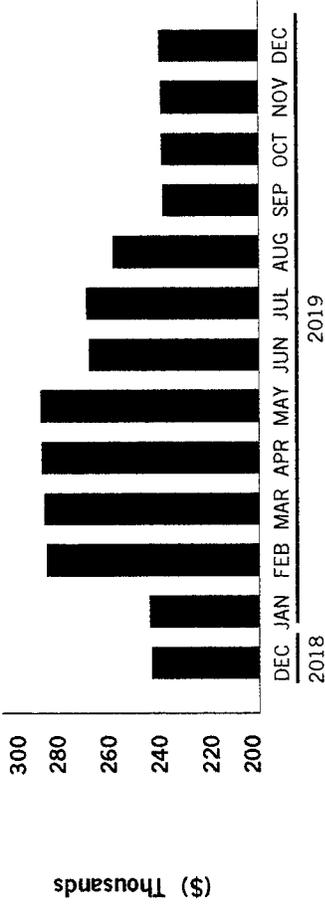
## Account Summary

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

|                                     | This Period<br>(12/1/19-12/31/19) | This Year<br>(1/1/19-12/31/19) |
|-------------------------------------|-----------------------------------|--------------------------------|
| <b>TOTAL BEGINNING VALUE</b>        | <b>\$238,189.22</b>               | <b>\$241,997.87</b>            |
| Credits                             | —                                 | 40,000.00                      |
| Debits                              | —                                 | (50,800.00)                    |
| Security Transfers                  | —                                 | —                              |
| <b>Net Credits/Debits/Transfers</b> | <b>—</b>                          | <b>\$(10,800.00)</b>           |
| <b>Change in Value</b>              | <b>363.15</b>                     | <b>7,354.50</b>                |
| <b>TOTAL ENDING VALUE</b>           | <b>\$238,552.37</b>               | <b>\$238,552.37</b>            |

### MARKET VALUE OVER TIME

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

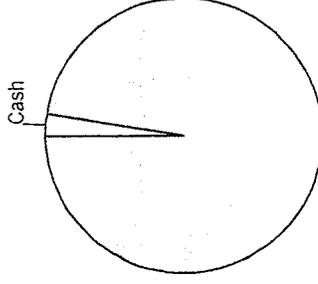


This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.

### ASSET ALLOCATION (includes accrued interest)

|                           | Market Value        | Percentage     |
|---------------------------|---------------------|----------------|
| Cash                      | \$6,335.63          | 2.66           |
| Fixed Income & Preferreds | 232,216.74          | 97.34          |
| <b>TOTAL VALUE</b>        | <b>\$238,552.37</b> | <b>100.00%</b> |

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



Fixed Income & Preferreds

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.

BUSINESS ACCOUNTS

TRUST ACCOUNTS

EDUCATION ACCOUNTS

RETIREMENT ACCOUNTS

PERSONAL ACCOUNTS

CONSOLIDATED SUMMARY



Basic Securities Account

YOUNGSTOWN FREE LIBRARY  
RUBY CAREY SCHOLARSHIP

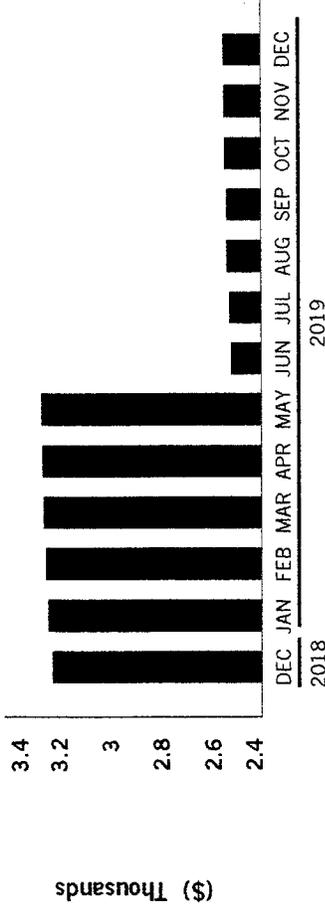
## Account Summary

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

|                                     | This Period<br>(10/1/19-12/31/19) | This Year<br>(1/1/19-12/31/19) |
|-------------------------------------|-----------------------------------|--------------------------------|
| <b>TOTAL BEGINNING VALUE</b>        | <b>\$2,533.63</b>                 | <b>\$3,212.86</b>              |
| Credits                             | —                                 | —                              |
| Debits                              | —                                 | (750.00)                       |
| Security Transfers                  | —                                 | —                              |
| <b>Net Credits/Debits/Transfers</b> | <b>—</b>                          | <b>\$(750.00)</b>              |
| <b>Change in Value</b>              | <b>11.45</b>                      | <b>82.22</b>                   |
| <b>TOTAL ENDING VALUE</b>           | <b>\$2,545.08</b>                 | <b>\$2,545.08</b>              |

### MARKET VALUE OVER TIME

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

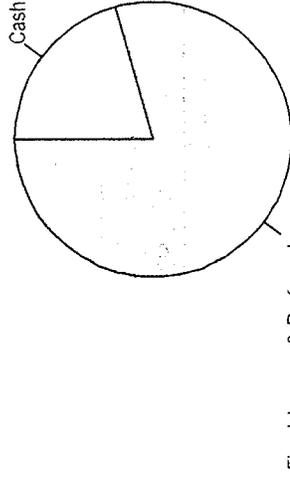


This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.

### ASSET ALLOCATION (includes accrued interest)

|                           | Market Value      | Percentage     |
|---------------------------|-------------------|----------------|
| Cash                      | \$522.85          | 20.54          |
| Fixed Income & Preferreds | 2,022.23          | 79.46          |
| <b>TOTAL VALUE</b>        | <b>\$2,545.08</b> | <b>100.00%</b> |

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



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

**Youngstown Free Library  
70<sup>th</sup> Annual Meeting of the Library Association  
President of the Board of Trustees Annual Report  
27 January 2020**

For fourteen of my fifteen years in the Village I was essentially a passive enjoyer of the Library. I'd wander in, say hello to my friend Janet Price, and wonder if Jan Gilgore was going to grumble at me because of my fines. I'd pay my fines – if I had to – and hope my accent would smooth their obvious annoyance at my not having my card again. Then I'd check out a couple of books on CD and wander on home.

Over those fourteen years Laura and I had three kids, and they got older. As young families often do, we became more involved in the Library.

A couple of summers ago I kept seeing that tall girl with the funky tattoo on her ear pushing her cart through the park.

Oh, I realised (after a while) – Jan's retired.

Hello, New Library Director.

A year or so passes and Heather-bloody-Crumlish starts wandering past my verandah. "Get involved," she'd say. "Join the Board."

"Yeah, yeah. When I get a moment."

Well, as we know there's never a good moment.

Never a good moment to tussle with the Village on questions of tenancy and funding. So you just do it.

Never a good time to start out a whole bunch of new funding efforts – slash – benefits to the community such as shoe collections, tire collections, garage sale, electronic collections, chicken bbqs – so you just do it.

There's never a good time to hear from the Town there's no extra funds this year, so you plan around that.

Never a good time to get the last dangling issues of the Website sorted out, so you just do it.

Never a good time to balance a budget, so you try your damndest, and you compromise.



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You engage in a little lateral thinking and start doing research into the pros and cons of setting up a Charitable Foundation to complement our in-the-trenches fundraising.

You get some stuff done.

The website gets done, so you sink your teeth into the process of creating a wish list and hiring a consultant and planning and modernising our space.

You write thank you letters, fund-raising letters, what's going on letters.

You talk about a bunch of stuff, over and over again, because you want to get it right and you feel a sense of responsibility. Because you don't want to be the one who buggers it all up. And because Karran won't let you get away with anything.

You serve on committees, give of your time, and you give of your heart and your intellect in the hope that we do not merely tread water, but make this library, and our little town, that much better.

It would, of course, have been simpler if I'd just said "Yes" to riding cyclecross with Heather *instead* of the Board, but here we are.

I've come to realise – perhaps we've come to realise – that the economic realities we face as a Library are not clearly understood in our community. Because the Library's been there for seventy years. It just *is*. Part of our job for the next year is working out how to share our story and our need without creating a sense of frailty.

So we can build upon our Village's heritage of 70 years of Library service. And the work of the Friends. And the work of our Board of Trustees – past and present members included.

So this is where we are at this New Year's transition – thankful and cognizant of where we've been, and aware that there is always and ever plenty of work ahead.



# Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

## **President's 2019 annual report to the Library Board of Trustees**

### **2019 Board of Directors**

Jan Howard, President

Wendy Swearingen, Vice President

Shannon Supon, Secretary

Bill Siddall, Treasurer

Elaine Barbiero

Barbara Chassar

Judy Freiermuth

Julia Grana

Keith Hartloff

Kate Hardin

Jill Mazur

Annie O'Conner

John Soltys

Jessica Streb

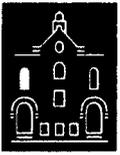
Colleen Summerville

**Board of Directors-** We have 2 members going off our board in January 2020, Annie O'Conner and myself. We also had John Soltys and Kate Hardin leave our board during the year. We have 4 members coming on, Cyndi Baker, Heather Rogers, Rose Salvatore and Catherine Stella which results in a board with fifteen directors. The wisdom of our directors has elected Keith Hartloff as the President of the Friends of the Library. We had a successful 2019 and in my experience the challenge with success is that it raises the bar for the future, and I have no doubt the 2020 foyle board under the leadership of Keith is up to that challenge.

### **Financial Summary-12/31/19 financials attached**

Summary we started the year with \$25,332 in cash assets and ended the year with \$30,367. Our income for the year totaled \$24,263 compared to a budget of \$17,310. Our expenses totaled \$19,319 compared to a budget of \$14,880.

Our restricted fund balance as of 12/31/19 is \$22,904 of which \$1,090 is Say Cheese funds and the remainder \$21,814 is in our Library Renovation Fund. There are two projects to be funded that have not been completed. In 2018 we committed \$7,500 to undertake a professional space planning design study and in 2018 we committed \$700 for alterations to allow a second workstation at the front desk of the library. As established by the Board in prior years an additional \$4,900 of the net income will be moved from unrestricted to restricted to bring our unrestricted funds to \$2,500 at our January meeting.



# Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

We also were “caretakers” of the funds related to the “Say Cheese” calendar project. Control of these funds is under the jurisdiction of the Say Cheese committee. The profit from the project as of 12/31/19 is \$1090, however, there is an additional deposit in January and sales tax will be paid out in February.

**Membership-** 292 members joined in 2019 plus an additional 74 who have become Friends as a result of donating \$50 or more to the Library Fund Drive for a total of \$6880.00 received in memberships.

**Fundraisers in 2019-** Chili Cookoff at Bandana’s, Desserts and Wine in the Stacks, Spring and Fall Book Sales, Bandana’s Meal Day, Chicken BBQ at Bandana’s along with Billiards for Books, Bake Sale and Basket Raffle, Kick Off to Summer Street Dance, Tire Recycling, Garage Sale at the Red Brick Gym, Gently Used Shoe Collection, Annual Clothing Exchange with leftovers donated to Savers, Christmas in the Village, and our annual membership drive.

**Gifts to the Library-** We provided chairs for the office, children’s book materials, computer tower and adapter, coffee & tea supplies, Library Fund Drive expenses, all magazine and newspaper subscriptions, notary public training, provided funds to be used for programming, Old Fort Niagara membership, summer program donation.

**Library Annual Fund Drive-** Volunteers folded, stuffed and labeled 1620 letters that were mailed to residents within the 14174-zip code and folks who have been members outside the 14174 zip code area. This number includes reminder letters.

**Gift to the Community-** \$750 for the Ruby Carey Scholarship to graduating senior Melissa Caserto. To help the Barker Library recover from a total loss from a fire we sent \$1000 to their rebuilding fund.

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

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

Jan Howard  
President of the Friends Board of Directors