

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: November 28, 2016 Time: 6:57 pm

Present: Rita Rolfe, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews, Mary Wieland, Karran Swayze & Paul Inskeep

Absent: Diana Newton

Call to Order: By Rita Rolfe at 6:57 pm

Comments from the public: None

Minutes: The minutes of the September 26, 2016 were approved as read. Maggie Steyn/Kevin Cassick. Rita suggested that board members print out minutes as they are sent out.

Treasure's Report: The treasure's report was presented by Maggie and was approved by Paul Inskeep second by Jan Mathews.

- Maggie pointed out that Niagara county gave \$1,671 more than budget, mostly due to Clyde Burmaster, Niagara Co. legislator's check of \$1,000.
- The "remaining to be received" column will be changed to a minus sign indicating funds exceeding budgeted income.
- Expenditures on target. Salaries slightly over because of extended hours not planned for when 2016 budget was formulated. Misc expenditure was miscoded (pg.3) was actually income.
- Balance sheet: Northwest bank will be moved to Key bank as soon as outstanding checks are cleared.
- Fund drive is doing well, over \$10,000 has been received, second letter to be mailed Nov. 30.

Director's Report:

- **Nursery Rhyme Time**-No registration or attendance for program, will not be offered this winter.
- Builders and Lego club are going very well as is the computer class, especially windows 10. File management program will be offered in the spring.
- **Friends**- The board will participate in "Christmas in the Village" on December 10. The friends are having difficulty covering their time period and welcome any help we can give them. Call Heidi if you can help out.
- **NIOGA**- Meeting was held Nov. 10th on how to bring "Millennials" into the library. Several programs were discussed, including painting and sipping either wine or tea. It was felt advertising on Facebook was worth the expense.
- **People counters**-Jan researched many types which ranged from \$400 to \$1200. She would like a unit that counted the number of people daily and in addition would count at specific times to see if we were offering the best time for Library hours. Unfortunately this is the most expensive unit. Since we borrowed a counter from NIOGA in the past a motion was made "To borrow a people counter from NIOGA as opposed to purchasing a new unit " Kevin Cassick second Maggie Steyn, motion carried. Try to borrow by Jan 1st to compare numbers with last year.
- **Holiday schedule**-A motion was made " To accept the holiday schedule for 2017" by Paul Inskeep, second Jan Mathews. During discussions it was decided that the library would be open Monday July 3rd the day before the 4th of July holiday. Motion carried.

The Director's report was accepted and filed (see report dated November 22, 2016)

Correspondence: Jan wrote thank you notes to Heidi for the summer programs; Clyde Burmaster for the \$1,000 check; Senator Robert Ortt for the \$5,000 check. She will also send notes to the Zanardi's for the donated flag picture and to the "Friends" for all they do for the board. A separate note will be sent to the friends thanking them for the invitation to their annual dinner. Rita suggested that the Friends could be invited to our annual summer picnic.

Friends of the Library: As previously mentioned they will be involved in the Christmas in the Village on Dec 10th and could use some help.

- They have also invited the Board to their annual dinner at the Fort Officers club on Dec 14th. Cost \$20 per person, please let Heidi know by Dec, 9th if you are going to attend.

Old Business:

1) Vision Committee: Rita presented the second draft of proposed goals for the long term plan of the Library.

- 1) Versatile Community Center
- 2) Communications
- 3) Community Awareness
- 4) Collaboration
- 5) Sustainability

- A discussion ensued about whether we should hold off until the new director was on board. It was decided not to adopt these goals until the new director was hired.
- Laura would like to see the committee enlarged by bring in some new people with particular skill sets (strategic planning, etc) She has spoken to different groups trying to enroll new people.

2) Personnel Committee: Rita presented the Library Directors job description that was created by the committee. A motion was made to accept was made by Mary Wieland second Maggie Steyn. A discussion followed about the considerable detail in the description and whether it would be on the web site. After all had had an input the motion was carried to accept the job description and adopted November 28, 2016.

3) Director Search Committee: Rita explained how the committee should be fair, transparent, neutral, professional and clean to eliminate any problems in the selection process. The committee will be made up of 5 members, they are: Heather Yanofsky Crumlish, Chair, Rita Rolfe, Gary Myers, Nancy Orsi and Paul Inskip, who will interview candidates and recommend one of these to the Board of Trustees

- **Time line-**Advertising by Dec. 1st (Lisa Ericson from NIOGA will post electronically). Possibility of advertising nationally and on Facebook. Heather has other ideas also. Application deadline Jan. 10th, final approval by Feb. 20th, start date April 3rd for shadowing with Jan Gilgore.

4) Little Library- The door has been repaired but will not be installed until the unit has been relocated out of Falkner park. Jan Gilgore has submitted a request to the village for relocation, but has not heard back yet.

New Business:

1) Resignation-At our workshop meeting in October, Jan Gilgore, our beloved Director told the board that she was going to retire from her position effective April 20, 2017. Jan has been our Director for 25 years and has seen a lot of positive changes in the operation of the library. The board wishes her a happy and prosperous retirement, she will be truly missed.

2) 2017 Budget- Maggie presented the 2017 budget which is \$12,585 more than 2016. The increase is due mainly to salary increase for the new director (MLS degree) social security benefits and additional costs while "shadowing" Jan in April. All other expenditures were in line with 2016 budget. The anticipated income is down from 2016 which will probably necessitate drawing from our reserve fund. After much discussion a motion was made by Karren Swayze "To accept the 2017 budget as presented", second by Kevin Cassick,

motion was carried and the 2017 budget was adopted.

3) Nominating Committee-The slate of officers will be the same for 2017, except for the possibility of Vice President. They are as follows:

- **President-Rita Rolfe**
- **Vice President-TBD**
- **Treasure-Maggie Steyn**
- **Recording Secretary-Paul Inskeep**
- **Corresponding Secretary-Jan Mathews** _
- **New Trustee-** An application has been received from *Heather Yanofsky Crumlish* who would bring to the board a host of talents and has a strong desire to be a Trustee. Heather will be voted in at our annual meeting in January. *Maggie Steyn* will also be on the slate to renew for a second term.

4) Funding-Rita recently attended a seminar on other means of income and sustainability for public libraries. The seminar was put on by Libby Post who is a consultant for NIOGA. Rita has arranged for Libby and Lisa Ericson (from NIOGA) to put on a presentation at our workshop meeting in April. We are encouraged to ask others from the community to attend, i.e.: businesses, local officials, fire company officers, our consulting board, friends of the library, club officers or anyone else who is interested in the libraries future.

Motion to close meeting: Made by Paul Inskeep, second Maggie Steyn. Meeting adjourned at 8:22

Next meeting: Annual meeting Monday January 23, 2017 at **6:30 pm**, followed by Business meeting at 7:00

Note: No workshop meeting for December.

Respectfully submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2016, Youngstown Free Library



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT
Prepared for Trustee Meeting to be held on November 28, 2016

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter:

The Town of Porter Story Hour began on Tuesday Sept 13th. They continue to have 2 programs each Tuesday on at 9:30am and the second at 11:00am. They are averaging about 15 children each Tuesday. Please see the windows in the children's room which the Town of Porter Story Hour has decorated with winter wreaths.

Lewiston-Porter Builders Club:

The Builders Club Story Hour returned October 15th. Tina Oddy is again their advisor. Their Themes are

October 15th - Monster Madness	17	March 18 th - Pirates
November 12th - Giving Thanks	12	April 1 st - April Fools Day
December 17 th - Holiday Celebrations		May 20 th - Summer Spectacular
January 21 st - Winter Fun		

LEGO CLUB

The Lego Club meet on September 24th, October 22nd and November 19th, lead by Heidi Lauger. There has been between 15 and 20 children at each meeting. We have had some Lego donations, Heidi will write the Thank You letters.

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had no new enrollments.

Nursery Rhyme Time –There was no registrations and no attendance. Since there has been no interest in this program I will not run it again.

ADULT:

Youngstown Free Library Book Discussion Group

October we read *Twain's End* by Lynn Cullen which will be the Niagara County read. The author visited Lockport Library in late October. 75 people attended the author visit.

In November we read *Moving Day* by Jonathan Stone

For December we will be reading *Dear Committee Members* by Julie Schumacher

Computer Classes:

Sara Taylor , trainer from NIOGA Classes:

~~Word and Excel on Wednesday, September 28th at 10 to 4 Canceled~~

Windows 10 on Wednesday, November 9th 10-1 Attended by 9 people.

NEW March 1st – File Management,/Flash Drives Several people at the November 9th class seemed interested.

Friends:

Christmas in the Village; December 10th Coffee/Tea/Hot Chocolate and Cookies table in the gym
The Friends will hold their annual dinner on Wednesday December 14th at 6:00pm at the Officers
Club at Fort Niagara. They have invited you the Trustees. It is \$20 per person if you would like to
attend, contact Heidi.

Unfortunately that is the same night as the book discussion so I will be unable to be there.

COMMUNITY OUTREACH:

Christmas in the Village December 10th. Craft time in the library will be from 12 to 2.

BUILDING, GROUNDS, & EQUIPMENT:

Paul Inskeep hung the flag picture over the children’s room door. Could a thank you please be
sent to the Gary & Lynn Zanardi

I have researched several Patron Counters. I am waiting to see if anyone in NIOGA has any I
am considering recommending and whether they are liked.

PERSONNEL:

I, Jan Gilgore, gave 6 month notice of retirement. I will be leaving in April.

NIOGA :

November 10th Adult Services Provider meeting at Niagara Falls Public Library. Included a tour of
the library.

Discussion was of what kind of programs bring in Melenials and how do you advertize them. Many of
the programs mentioned are already held in this building under sponsorship by other organizations
such a Yoga.

Many found that the painting with wine programs were very popular. One library changed it to Sip
and paint with a tea company presenting several different Teas, that allowed tweens and teens to
attend. Some libraries charged for supplies some did not. Cost of presenters was a big concern. For
example one library had a very popular Yoga class but after the initial 8 weeks did not have any
budget to continue the program. It depends on the charter and policies whether or not changes can
be levied.

Senora Miller of Royalton Hartland library felt it was worth the money to advertize on Facebook.

SUGGESTIONS: NONE

CIRCULATION:

	<u>2015</u>	<u>2016</u>
September	1882	1679
October	1850	1627

Submitted by
Jan Gilgore
Library Director
November 22, 2016

Youngstown Free Library

REVENUE	Budget for 2016	September & October 2016	Received Year to Date	Remaining to be Received
TOWN OF PORTER	\$77,105.00	\$0.00	\$77,104.00	\$1.00
NIAGARA COUNTY	\$5,500.00	\$7,171.76	\$7,171.76	\$1,671.76
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$1,362.00	\$1,162.00
LEGISLATIVE INITIATIVE	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
FINES/ COPIER/ FAX	\$1,200.00	\$204.85	\$1,801.00	\$601.00
INTEREST	\$3,500.00	\$0.40	\$3,180.70	\$319.30
GIFTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
TRANSFER FOR LONG TERM PLANNING	\$6,700.00	\$0.00	\$0.00	\$6,700.00
Annual Drive	\$14,000.00	\$6,655.00	\$7,530.00	\$6,470.00
MISCELLANEOUS	\$100.00	\$0.00	\$35.50	\$64.50
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$138,805.00	\$19,032.01	\$118,184.96	\$20,620.04

EXPENDITURE

	Budget for 2016	September & October 2016	Spent Year to Date	Remaining to be Spent
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$9,981.23	\$43,547.92	\$8,452.08
SR PROG COORDINATOR	\$1,500.00	\$66.50	\$945.63	\$554.37
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$768.69	\$3,442.30	\$1,057.70
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$1,049.00	\$951.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$138.00	\$162.00
NEW YORK STATE DISABILITY	\$375.00	\$0.00	\$202.69	\$172.31
WORKER'S COMPENSATION	\$575.00	\$0.00	\$697.00	\$122.00
TOTAL PERSONNEL	\$61,250.00	\$11,026.22	\$50,022.54	\$11,227.46
LIBRARY MATERIALS				
AV Materials	\$3,500.00	\$225.12	\$3,079.29	\$420.71
BOOKS	\$22,000.00	\$1,742.95	\$14,930.63	\$7,069.37
COMPUTER SOFTWARE	\$200.00	\$0.00	\$19.95	\$180.05
SUBSCRIPTIONS	\$3,295.00	\$0.00	\$2,854.89	\$440.11
TOTAL LIBRARY MATERIALS	\$28,995.00	\$1,968.07	\$20,884.76	\$8,110.24
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$1,927.53	\$7,064.57	\$1,035.43
HOUSEKEEPING	\$450.00	\$5.25	\$64.25	\$385.75
INSURANCE	\$3,000.00	\$2,718.39	\$2,536.82	\$463.18
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$252.22	\$1,360.28	\$639.72
MAINT. - REPAIRS	\$750.00	\$0.00	\$947.88	-\$197.88
POSTAGE	\$800.00	\$20.68	\$186.97	\$613.03
PROMOTIONAL	\$200.00	\$0.00	\$585.22	-\$385.22
RENT	\$12,000.00	\$0.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$233.80	\$2,017.45	\$732.55
TELEPHONE *	\$1,700.00	\$259.40	\$1,045.74	\$654.26
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$5,417.27	\$27,809.18	\$3,940.82
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$101.00	\$399.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$101.00	\$1,399.00

MISCELLANEOUS

Accounting	\$1,250.00	\$0.00	\$1,144.00	\$106.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$1,300.00	\$260.00
CPA-990	\$750.00	\$0.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$180.00	\$1,820.00
Payroll	\$650.00	\$149.35	\$658.29	-\$8.29
Payroll Taxes	\$500.00	\$0.00	\$163.23	\$336.77
Unforeseen	\$500.00	\$17.97	\$149.83	\$350.17
TOTAL MISCELLANEOUS	\$8,610.00	\$427.32	\$4,190.35	\$4,419.65

TOTAL OPERATING EXPENDITURE	\$132,105.00	\$18,838.88	\$103,007.83	\$29,097.17
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LONG TERM PLANNING

Community Outreach	\$1,000.00	\$0.00	\$144.97	\$855.03
Library Programming	\$200.00	\$0.00	\$0.00	\$200.00
Library Space	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Miscellaneous	\$200.00	-\$64.15	-\$64.15	\$264.15
Technology & Equipment	\$100.00	\$0.00	\$0.00	\$100.00
TOTAL LONG TERM PLANNING	\$6,700.00	-\$64.15	\$80.82	\$6,619.18

FUNDS

SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL FUNDS				

TOTAL EXPENDITURES	\$139,305.00	\$18,774.73	\$103,088.65	\$36,216.35
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Income (Loss)		<u>\$257.28</u>	\$15,096.31	
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Fund Balances January 1, 2015 \$ 255,504.88

Realized Gains (Losses) on Investments \$ -

Change in FMV on Investments \$ (1,033.91)

Total Fund Balances YTD \$269,567.28

YOUNGSTON FREE LIBRARY
BALANCE SHEET
31-Oct-16

ASSETS

Petty Cash		100.00
Key Bank (First Niagara)	Checking	27,899.05
Northwest Bank		448.02
Morgan Stanley Bonds		215,006.50
Morgan Stanley		21,811.31
Merrill Lynch (Scholarship)		4,302.40

TOTAL ASSETS 269,567.28

Fund Balances

Unrestricted

General		22,272.34
Marie Braun Memorial		265.27
MaryGrace Foote Memorial		1,057.82
Total Unrestricted Funds		23,595.43

Restricted

Automation		53,598.56
Operating Reserve		104,560.69
Special Projects		82,785.50
Scholarship	Donated	4,302.40
Fitch Cady Fund	Donated	724.70
Total Restricted Fund Balance		245,971.85

Total Fund Balances 269,567.28

**Youngstown Free Library
Library Director Job Description
Adopted November 28, 2016**

General Description

The Librarian for today and tomorrow must be forward looking and understand what is required to provide sustainable services to our community. The Library Director embraces the advent of the digital, virtual library, and is knowledgeable in digital information management skills. In addition, skills in the areas of communication and teamwork, as well as an understanding of the industry in which they operate and compete are important. The Director must be available as a resource to all users, no matter who they are or what digital device they use. It is a job for a team player and a good problem solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with NIOGA the Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

Qualifications

Required Knowledge Skills and Responsibilities

Knowledge of current trends in library services, programming and technology. Stays abreast of new trends and innovations in the field of public library management

Knowledge of the Library computer system, personal computer including web search engines, library's web site, word processing, database management software, copy and fax machine and on-line automation of library services.

Ability to evaluate and use online sources of data, books, entertainment, software, and social communication.

Working knowledge of budgetary and accounting processes.

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies and the public.

Ability to communicate effectively, verbally and in writing.

Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services and projects.

Ability to supervise, lead and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

Education, Experience, and Training

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

Essential Functions and Responsibilities

Oversees and directs the Library's operations including public services, technology, administration and facilities management.

Work with the Library Board of Trustees

Works in conjunction with the Board of Trustees to develop and maintain short and long term goals and plans for the collections, services and programs for the Library in keeping with the mission statement and long term plans of the Library.

Administers board policies, makes policy recommendations to board, provides staff support and information to the board.

Prepares a regular narrative Director's report and statistical reports for the Library Board of Trustees. Participates in monthly meetings of the Board of Trustees and provides a detailed report of Library operations and developments at each business meeting (6). In January presents an Annual Report to the Community and Board of Trustees regarding the "State of the Library". The report will be made available to our funding agencies- Town of Porter, Village of Youngstown, Niagara County Legislature.

Provides professional expertise and guidance to the Board of Trustees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings. Attends other meetings as required.

Library Services

Oversees the maintenance, preservation and disposal of materials of the Library's collection, develops policies in relation to the selection and purchase of all Library purchases.

Ensures the delivery of high quality Library programs and services to the community.

Reviews and evaluates the Library's services and programs.

Accountable for all activities, programs, and services.

Directs, attends and participates in a variety of NIOGA meetings, workshops, seminars; serves on committees.

Public Relations

Directs a public relations program to promote and publicize the library's collections, services, and programs.

Speaks before local groups, prepares questionnaires and surveys to evaluate public responses to library services.

Administers the volunteer program.

Works with the Friends of the Library Organization in promoting the library to the community.

Facilities Management

Interacts with the appropriate Village employees for the maintenance of the Library's building, and administers the maintenance of the furnishings and equipment.

Supervision

Hires, trains, supervises, monitors and evaluates the performance of employees.

Budget and Money Management

Prepares an annual budget with the Treasurer for Library Board approval; controls operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees and other charges.

Responsible for managing the budget using Quick Books to pay bills, cut payroll checks, make bank deposits and work with Board Treasurer and Accountant to maintain accurate financial records.

Responsible for managing the budget using Quick Books to record expenses and generate checks for Library purchases. Also, responsible for recording payroll hours, making bank deposits and working with Board Treasurer and Accountant to maintain accurate financial records.

Library Policies and Procedures

Assists the Board of Trustees in the development and review of Library policies.

Collects and maintains data regarding the operations, performance and usage of the library. Reports this information to the Board of Trustees regularly.

Initiates grant requests from state and federal agencies and non-profit foundations. Administers grant funds upon award.

Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

Other

Performs other related duties as assigned.

YOUNGSTOWN FREE LIBRARY – BUDGET FOR 2017

Adopted on 11-28-2016

REVENUE	Budget for 2016	Proposed Budget for 2017	Change from 2016	Notes
TOWN OF PORTER NIAGARA	\$77,105.00	\$78,646.00	\$1,541.00	2% increase over 2016 is \$1,540
COUNTY	\$5,500.00	\$6,000.00	\$500.00	We received \$6,171 this year + add'l \$1,000 from Clyde Burmeister
VILLAGE OF	\$14,000.00	\$14,000.00		
LOC. LIBRARY	\$200.00	\$200.00		
LEGISLATIVE INITIATIVE	\$0.00	\$0.00		Hopefully Senator Ortt will award us \$5,000 again, but it is discretionary
FINES/ COPIER/	\$1,200.00	\$1,300.00	\$100.00	
INTEREST	\$3,500.00	\$3,500.00		
GIFTS	\$1,000.00	\$1,000.00		
Transfer of Funds	\$15,500.00	\$0.00	-\$15,500.00	} eliminate - not really Revenue;
TRANSFER FOR LONG TERM PLANNING	\$6,700.00	\$0.00	-\$6,700.00	} reduces 'Income' by \$22,200
Annual Drive	\$14,000.00	\$13,000.00	-\$1,000.00	We only received \$12,800 in 2015 from the Fund Drive
MISCELLANEOUS	\$100.00	\$100.00	\$0.00	
Grant Funds	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$138,805.00	\$117,746.00	-\$21,059.00	

YOUNGSTOWN FREE LIBRARY – BUDGET FOR 2017

Adopted on 11-28-2016

EXPENDITURE				
	Budget for 2016	Proposed Budget for 2017	Change from 2016	Notes
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$67,000	\$15,000.00	Increase mainly due to necessity for New Director to have an MLS + add'l costs while they 'shadow' Jan in early April
SUMMER PROG COORDINATOR	\$1,500.00	\$1,500.00		This wil also cover any Winter programming such as LEGO Club
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$5,025.00	\$525.00	Assuming SS and Medicare costs stay at 7.5%
ANCILLARY BENEFIT	\$2,000.00	\$3,000	\$1,000.00	Allow for Jan's Medicare + small contribution towards Health Insurance for New Hire
PROF. DEVELOP/INSERV. & NEW YORK STATE DISABILITY	\$300.00	\$300.00		
WORKER'S COMPENSATION	\$375.00	\$350.00	-\$25.00	
TOTAL	\$61,250.00	\$77,875.00	\$16,625.00	
MATERIALS				
AV Materials	\$3,500.00	\$3,500.00		
BOOKS	\$22,000.00	\$22,500.00	\$500.00	
COMPUTER	\$200.00	\$200.00		
SUBSCRIPTIONS	\$3,295.00	\$3,295.00		
TOTAL LIBRARY	\$28,995.00	\$29,495.00	\$500.00	
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$8,200.00	\$100.00	
HOUSEKEEPING	\$450.00	\$300.00	-\$150.00	
INSURANCE	\$3,000.00	\$3,300.00	\$300.00	
MAINT. - OFFICE	\$2,000.00	\$1,750.00	-\$250.00	
MAINT. - REPAIRS	\$750.00	\$750.00		
POSTAGE	\$800.00	\$600.00	-\$200.00	
PROMOTIONAL	\$200.00	\$200.00		
RENT	\$12,000.00	\$12,000.00		
SUPPLIES/ BOOK	\$2,750.00	\$2,700.00	-\$50.00	
TELEPHONE *	\$1,700.00	\$1,600.00	-\$100.00	
TOTAL	\$31,750.00	\$31,400.00	-\$350.00	
EXPENDITURE				
EQUIPMENT	\$1,000.00	\$1,100.00	\$100.00	
MAJOR	\$500.00	\$600.00	\$100.00	
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$1,700.00	\$200.00	

YOUNGSTOWN FREE LIBRARY – BUDGET FOR 2017

Adopted on 11-28-2016

MISCELLANEOUS	Budget for 2016	Proposed Budget for 2017	Change from 2016	Notes
Accounting	\$1,250.00	\$800.00	-\$450.00	Brown & Company rates
Audit	\$1,400.00	\$0.00	-\$1,400.00	Removed Audit budget
Bookkeeping	\$1,560.00	\$520.00	-\$1,040.00	Book Keeping wage \$130 per month * 4 for Jan; task will be consolidated into New Director's Job Description
CPA-990	\$750.00	\$750.00		
Investment & Advisory Fees	\$2,000.00	\$150.00	-\$1,850.00	Annual Management fees for Morgan Stanley & Merrill Lynch have been renegotiated
Payroll	\$650.00	\$800.00	\$150.00	
Payroll Taxes	\$500.00	\$600.00	\$100.00	
Unforeseen	\$500.00	\$300.00	-\$200.00	
TOTAL	\$8,610.00	\$3,920.00	-\$4,690.00	
TOTAL OPERATING	\$132,105.00	\$144,390.00	\$12,285.00	
PLANNING				
Community	\$1,000.00	\$1,000.00		
Library Programming	\$200.00	\$500.00	\$300.00	Vision Committee really wants to expand here
Library Space	\$5,200.00	\$5,200.00		
Miscellaneous	\$200.00	\$200.00		
Technology &	\$100.00	\$100.00		
TOTAL LONG	\$6,700.00	\$7,000.00	\$300.00	
FUNDS				
SCHOLARSHIP	\$500.00	\$500.00		
TOTAL FUNDS	\$500.00	\$500.00		
TOTAL EXPENDITURES	\$139,305.00	\$151,890.00	\$12,585.00	
Net Income (Loss)	-\$500.00	-\$34,144.00	-\$33,644.00	Difference is mainly due to elimination of "Transfer of Funds" as Income of \$22,500 + Increase in Salary for a New Director with an MLS + 'overlap' for shadowing, There are other small changes versus 2016
OTHER				
<i>Mileage Allowance for 2017 will stay at 2016 rates (gas prices steady) - \$0.55 per mile</i>				
<i>Traditional Christmas Checks for Staff (Director, two Clerks and Page) of \$40 each (was \$25 in 2015)</i>				