

DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: March 26, 2018 Time: 7:00 pm

Present: Rita Rolfe, Maggie Steyn, Diana Newton, Mary Wieland, Karren Swayze, Heather Yanofsky, Jerome Andres, Barbara Costello, Kevin Cassick, Sonora Miller & Paul Inskeep

Absent: Claudia Andres

Call to order: By Rita at 7:04 pm

Comments from the public: None

Minutes: The minutes of the January 22, 2018 Trustee meeting were read and approved with no corrections. Motion to approve, Maggie Steyn, second, Heather Yanofsky.

Treasurer's Report: Maggie reviewed the balance sheets for year end Dec. 31st 2017, including revenues and expenditures. She also reviewed the balance sheets thru Feb. 28th, 2018, including revenues and expenditures. We did receive \$78,646 from the town of Porter which was a 0% change from 2017. In the past we had always received a 1-2% increase from the previous year. The village will now be charging us a \$1.00 rental but has cut the funding by 50% allocating \$1,000 instead of \$2,000. (we had asked for \$6,000) Sonora had a discussion with Raleigh about the reduction and his comment was he understands our situation, but at present this is all that can be funded from the village. Possible next year (2019) things will be better and the village may be able to increase our funds, but no promises. Rita asked the Finance comm. to decide if we wanted a further discussion with Raleigh. **For more details on the Treasure's report which was accepted and filed, see report dated Dec 31-Feb 28.**

Directors Report: Sonora gave us an update on buildings and grounds action items, collection and space, she continues her involvement with the community; i.e. St. Patrick's Day parade (first place winner for float!), computer program on security at the Presbyterian church, joined the Lion's club, reading program partnering with Low-Port and many meetings with the Town and Village.

- **Highlights:** Library lighting upgraded to 4000K LED bulbs, "Friends" provided support for new movable shelves for the audiobooks, new adjustable tables have arrived for the younger children for programs in the Programming Room upstairs.
- **Programs:** 33 programs for children & families were held with an attendance of 457 children and 288 adults for January & February, while 14 programs for adults were held with an attendance of 96 adults for the same time period.
- **Technology:** Modem, router and a number of upgrades have been accomplished.
- **Volunteers:** On March 10th the first Volunteer appreciation reception was held to thank all the volunteers, board and friend's members for all their service that makes the Library run smoothly
- Sonora distributed the Annual report for public and association libraries for 2017, an extremely detailed & compiled, 17-page list of statistics for our library from collection, programs, policies, staffing, funding, etc. This report is required by NYS and took over 100 hours to compile!

For more detailed information see Director's report which was accepted and filed (see report dated March 2018)

Correspondence: Heather reported that 4 thank you notes have been sent out and 3 remain to be sent; First Presbyterian Church, Town of Porter and the Lion's club for their financial support.

Friends of the Library:

- Friday April 13 will be the annual “Wine & Dessert in the Stacks” from 6-8pm. Prior to the event at 2 the library will undergo a complete cleaning. Volunteers are needed!
- The used book sale will be held in the gym, starting Thursday evening 5-8 for member’s and Friday thru Saturday 9-3 for the public. Chairperson, Mary will be calling for volunteers to help.
- The annual membership drive is now in progress. We should, as board members have 100% membership.

Committee Reports:

- **Space Planning:** Paul reported that the committee had met, an RFQ spec. had been developed and sent out to 3 architectural firms: Cannon Design, I Design and Jim Fittante. Cannon declined, (but gave 3 referrals), I Design and Jim Fittante were interested and sent letters of intent. I Design then declined because of work load but gave us another referral. Jim Fittante did a walk thru, but never followed up with a quote. 4 more referral RFQ’s were sent out. Of those we had 2 declines and 2 walk thrus both firms (Abstract Architecture and Stephan Design) seemed interested. We have received 1 quote from Stephan Design, awaiting quote from Abstract who just met with Sonora and myself on April 5th. A committee meeting will be held when we receive the second quote to determine which firm we will contract with. Committee members are: Rita, Barbara, Claudia, Sonora, Jan Howard (Friends) and Paul. Raleigh Reynolds was asked if he or a Village Trustee would like to be on the committee but he felt it was unnecessary at present. Special thanks to Jean Siddall of the Historic Society for locating the prints of the Library floor plan in the archives. They were extremely helpful to the architectural firms. Thanks also for trusting me to return them, but she knows where I live.
- **Scholarship Committee:** Diana reported that the Friends have increased their amount of the Ruby Carey scholarship award to \$750. After a lengthy discussion on the amount the Trustees should award the following motion was made: “To increase the Ruby Carey scholarship fund to \$750” Motion made by Karren Swayze, second Paul Inskip. Motion carried. There was a discussion on what board should be in charge of the scholarship fund leading to the following motion: “That the Library (Trustees) still be in charge of the scholarship fund until the Ruby Carey funds run out” Motion made by Maggie Steyn, second Kevin Cassick. Motion carried. The third discussion was whether we ask the school to take over reviewing the student essays and make the selection of the individual for the scholarship award, after much debate the following motion was made:” That the school counselors determine whom to award the Ruby Carey scholarship, since we are lacking insufficient information to meet the criteria of the award.” Motion made by Maggie Steyn, second Heather Yanofsky. Motion denied. The selection shall remain with the board. Karren and Mary both emphasized the need for increased publication for scholarship awards in general. This will be referred back to the committee for possible implementation.
- **By-Laws:** Karren reported that the committee is still working on the By-Laws. Work in progress.

Old Business:

- **Alternative Funding:** Heather reviewed the joint meeting held with the Ransomville library and Libby Post via tele-com and as she put it we all came away “overwhelmed”. The facts provided were a wealth of information but way too much to comprehend in an hour! It was suggested that now we have info. let’s organize it and meet with the Town of Porter. After Heather started receiving the feedback in reference to the tax base we realized if we asked for \$200,000 (Ransomville and Youngstown budget combined) the cost would be over \$.52/1000 of assessed valuation added to the Town tax, an increase of

over 26%! This would never fly. Heather suggested that we approach Lewiston Library to see if they were interested in putting our budgets on the school tax vote rather than the 414 Town budget. She felt it might be more palatable to the tax payers because of a much larger population base. Rita suggested that since there are many loose ends she will set up a steering committee made up of the executive and finance committees or any one else who would like to be on the committee. She further suggested that we meet with Ransomville and Lewiston to find out their intentions, also Claudia's thoughts of meeting with Town of Porter's board. Jerry mentioned that Duffy Johnson would like to meet with Rita and Sonora to discuss the issues. When that happens, we should include Larry White & some representatives from Ransomville Library.

- **Additional Funding:** Rita has requested \$2,000 from Niagara County Legislators
- **State aid from NYS budget:** Rita reported that the original cut of \$4M has been reinstated in the budget including an additional \$1M making the aid to Public libraries \$96.6M. Also, the library capital projects money was to be cut \$10M but now that has been reinstated plus an additional \$10M making the Capital budget \$34M for 2018-2019.
- **New Hire:** Sonora has reviewed and interviewed the candidates for the temporary part time position as clerk. The woman who was selected is Christine Schemel who has all the qualifications and has worked as a volunteer in the library for 10-12 hrs./week for the past year. Motion made: "To approve the hiring of Christine Schemel as a temporary clerk for approximately 9 months at the rate of \$11.00/Hr. starting on Friday March 30, 2018" Motion made by Karren Swayze, second Paul Inskeep. Motion carried.
- **Reorganization of Fund Balance Report:** Maggie reported since there are a number of "Special" fund balances that haven't seen any contributions for several years to identify how these monies were spent and then close them out. Maggie is recommending that these special funds be closed and removed from the balance sheet. Further, Maggie proposed that the remaining fund balances be re-aligned to better reflect the direction of the Library today. This led to the following motion: "Motion to approve the balance sheet changes as shown on the January 1st, 2018 suggested balance sheet and re-align as outlined in the attached rationale." Motion made by Maggie Steyn, second Heather Yanofsky. Motion carried. We will make every attempt to notify the families of the special funds, telling them what we have done and how the fund money was spent. This information will also appear on the bulletin board in the Library, on our web site and our Facebook page.

For more detailed information see Balance sheet Dec 31, 2017, Balance sheet Jan. 1, 2018 and the (2) proposed re-alignment of balance sheet fund balances at the end of 2017.

"Motion to adjourn" Paul Inskeep, second Kevin Cassick. Motion carried. Meeting adjourned 8:45 pm

Next meeting(s): Workshop: Monday April 23, 2018 at 7:00 pm
Regular Board: Monday May 21, 2018 at 7:00 pm

Respectively submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2018, Youngstown Free Library

Director's Report

March 2018

Building and Grounds

National Grid, in conjunction with Lime Energy, has implemented its Small Business Energy Efficiency Program at the Red Brick Village Center. This program replaced all the lighting in the building with new ballasts and LED bulbs last week. This is a village project, and was decided and funded as such.

Kelvin Color Temperature	2700K	3000K	3500K	4100K	5000K	6500K
Associated Effects and Moods	Ambiant Intimate Personal	Calm Warm	Friendly Inviting	Precise Clean Efficient	Daylight Vibrant	Daylight Alert
Appropriate Applications	Living/Family Rooms Commercial/ Hospitality	Living/Family Rooms Commercial/ Hospitality	Kitchen/Bath Light Commercial	Garage Commercial	Commercial Industrial Institutional	Commercial Industrial Institutional

The work order for the whole building called for 5000K bulbs, but I was able to request a change to 4000K for the library's bulbs. As you can see, the lower the Kelvins, the softer and more welcoming the lighting appears, and 400K was the lowest option offered in this program.

In 2017, the Friends provided the support for the Library to purchase new shelving for the audiobook collection. These moveable shelving units were delivered on March 12th, and once the final batch of shelves arrive, the audiobook collection will be transferred to these new units.

Four laminate-topped tables for the Library Programming Room were delivered on March 12th as well. These tables are adjustable in height to accommodate different aged users and fold down to allow for easy storage.

Collection & Space

Staff and volunteers are starting pre-inventory operations in the adult non-fiction collection. Unfortunately, in preliminary analysis, it appears that corrections to the adult collection will be required on the same high level as was required in the children's collection.

The Children's Room features artwork by teens from the Lewiston-Porter Middle School; this ongoing art display project is curated by Marlene Wessel. The Magazine Room art collection is currently featuring works by Tom Sullivan.

Community Partnerships & Outreach

In the community, the Library is an active member of the Youngstown Business and Professional Association. I regularly attend the monthly Town of Porter meetings, Village Board meetings and School Board of Education meetings to represent the Library to local leaders and share information about the Library. I have officially joined the Lions Club to connect with community leaders for the benefit of the Library.

Awareness of the Library is key to my message to the community in 2018. As such, five people marched in the St. Patrick's Day Parade in Youngstown. Marchers represented past and present Friends Directors, volunteers and staff. Our group won for the parade's "Best Float." I highly encourage all members of the Board and Friends to consider joining the Library in this event at the next parade.

Youngstown Free Library

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(716) 745-3555 www.youngstownfreelibrary.org

Last week, I presented another Library Lab lecture at the First Presbyterian Church in Youngstown titled *Digital Security and Privacy*. This was an opportunity for attendees to discuss security and privacy issues and how to best protect yourself and your digital identity.

One District, One Book, a district-wide reading program in partnership with Lew-Port schools and community, has just finished. As an active member of the committee, I made sure that the library was represented at every stage of the program:

1. Voting for the book was held at the Youngstown Free Library
2. I represented the Library at the Book Reveal Event at the Lewiston Public Library
3. I recorded a chapter reading of chapter nine of the book, which was shared with the community on the school website: <http://safeyoutube.net/w/leEc>
4. A scavenger hunt for children, featuring the book's characters, was held at the Youngstown Free Library
5. Youngstown Free Library information table at the Family Literacy Night
6. I co-managed the storytime station of "Ralph's Knothole" at Family Literacy Night, reading to approximately 250 people while the other station co-chairs provided popcorn for the children.
7. I represented all three public libraries in a presentation to the Board of Education summarizing the project last week.

I continue to run a popular monthly Book Club and a monthly One-on-One Tech Class at the Senior Center. I continue to plan and lead storytimes four times a month for all toddler and preschooler classes at the Children's House.

Finances, Grants & Fundraising

The check from the online fundraiser from November 2017 arrived from Network for Good, and it was deposited into the 2018 Annual Fund Drive line. I highly recommend that future fund drives include an online component that is available for donations year-round. This allows non-residents, previous residents, or those who don't live here year-round, to contribute to our community in a positive way.

The Library has been awarded a \$100 grant for an early literacy space. This will be used to help fund the purchase of the children's storytime rug for the Library Programming Room.

Nioga/Member Library Partnerships & Continuing Education

As a member of Nioga's Public Relations Committee, I am one of a dedicated group making plans for the 3rd Annual Collaborative PR Program. This program will run for three weeks in April, three weeks in September and a three-week-long winter 2019 campaign. Its focus will be on social media users who are not currently connected to their local library. Every library will have the chance to use the same images and text in their own social media campaign to reach out in a deeper fashion to their community. Youngstown will be pursuing this additional publicity to deepen the public relations impact to the Youngstown-Porter community.

Programming in the Library

Regular continuing programs for children include the twice-weekly Town of Porter Story Hour, weekly LEGO Club, monthly Builders Club and monthly STEAM Express Storytime for Preschoolers.

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January and February

Children's & Family Programs

	<i>Dates held</i>		<i>Attendees</i>
Story Hour with Town of Porter: 9:30 AM	January 9 January 16 January 23	February 6 February 13 February 20 February 27	63 kids 40 adults
Story Hour with Town of Porter: 11 AM	January 9 January 16 January 23	February 6 February 13 February 20 February 27	42 kids 39 adults
Builders Club	January 20		5 kids 3 adults
LEGO Club	January 4 January 11 January 18 January 25	February 1 February 8 February 15 February 22	48 kids 16 adults
STEAM Express Storytime	January 18	February 15	13 kids 15 adults
The Children's House storytimes	January 10 January 11 January 24 January 25	February 7 February 8 February 22	136 kids 25 adults
One District, One Book	January 24		150 kids 150 adults

Total programs for children and families in January and February: 33

Total attendees for children's & family programs in January and February: 457 kids; 288 adults

Regular continuing programs for adults include monthly Evening Book Club and classes on using the digital library collection.

January and February

Adult Programs

	<i>Dates held</i>		<i>Attendees</i>
Afternoon Book Club	January 9		9 adults
Evening Book Club	January 10	February 7	21 adults
Tech Help	January 23		25 adults
Explore Your Digital Library	January 3 January 4	February 2	12 adults
Paint 'n' Sip	February 1		23 adults
One-on-One Tech Help sessions	January 3 January 10 January 24 January 30	February 22 February 27	6 adults

Total programs for adults in January and February: 14

Total attendees for adult programs in January and February: 96 adults

Publicity Updates

We maintain an active presence in the community with the following outreach and social media:

Lewiston-Porter Sentinel

Monthly events posted at the beginning of every month
“Ask the Librarian” column posted mid-month

Youngstown Free Library’s online newsletter: 320 subscribers: <https://us11.campaign-archive.com/home/?u=6dc37c8daa94ccb08fd20fe90&id=a30246504b>

01/26/2018 - [A night out sipping honey wines and crafting? Yes, please!](#)
02/03/2018 - [The Chili Cookoff is coming--don't miss it!](#)
03/08/2018 - [Marching Into Spring \(Literally\)!](#)

Facebook: 486 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 22 followers: <https://twitter.com/ytownlibrary>

Instagram: 109 followers: <https://www.instagram.com/youngstownfreelibrary>

Patt Fagan is developing the Library’s website, and Molly Marietta is developing the Library’s logo, which will be the building outline and a compass rose.

Staff

3.1 Holidays: *Holidays are determined by the schedule submitted to the Director in November. Hourly staff members are not paid for holiday closings.*

3.2 Sick leave: *Paid sick leave will be provided after working one full year. Leave will be determined by the calendar year, with proportion being determined after the first year of work until the end of that calendar year. Each employee will receive the total of one (1) week’s worth of hours as sick leave. Unused sick leave may be accumulated to a total of double the hours allowed.*

3.3 Personal Leave: *Each employee shall be given one quarter (¼) of average week’s hours as personal leave. Personal leave does not accrue.*

3.4 Annual Leave/Vacation: *After the first full year of service, staff members are entitled to one (1) week paid vacation. After the second full year of service, staff members are eligible for two (2) weeks of paid vacation. After ten years of service, staff members are entitled for three (3) weeks of vacation. After twenty years of service, staff members are entitled for four (4) weeks of vacation. Staff members wishing to take vacation days rather than one week of paid leave may do so with the Director’s permission, provided the cumulative hours do not exceed that person’s average weekly pay. Vacation time may be accrued to a total of double days allowed. All vacation time is scheduled at the discretion of the Director. After the first year of employment, a proportioned number of hours are allotted until the end of calendar year.”*

Leave Earned and Not Yet Used as of 3/25/2018

Staff member	sick hours	vacation hours	personal hours
S. Miller	58	91.5	7
M. Jones	26.5	46	3
M. Wessel	30.5	36.25	3.75
A. Hall	3.5	19	2

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*“Education Law § 226 (7) specifies that all personnel actions must be approved by the Board of Trustees at a legal meeting. This does not suggest that the Board selects staff other than the director. It does mean that the Board creates all positions, establishes salaries and formally appoints the staff upon the recommendation of the director. In other words, the director selects, the board appoints.” **Library Trustees Handbook, 2016.***

I am seeking approval for the hiring of Christine Schemel as the new Temporary Library Clerk.

Technology

- Spectrum replaced the Library’s outdated modem on February 6th after it failed repeatedly.
- After the modem replacement, the outdated router began to suffer connectivity issues, so upon the recommendation of Justin Genter (Nioga IT), a replacement router and network range extender were purchased and installed. The Library’s Wi-Fi network now includes three solid networks: 2.4 GHz, 5 GHz and a 2.4 GHz network upstairs.
- The security program DeepFreeze was updated on the three patron Internet computers.
- The Online Public Access Catalog (OPAC) computer was updated to an all-in-one computer donated to us by North Tonawanda Public Library. This simplifies our setup, and allows us to consider reducing the computer footprint in that crowded main hallway.
- Norton Small Business and Office Standard 2016 have been installed on all staff machines successfully.
- The director’s computer had a technological hiccup, but Justin was able to install a patch to fix it; it is the oldest computer in the Library (2009) and requires replacement within the next year, if not sooner.
- The Library’s main printer/copier required replacement of its drum and recalibration of its components on February 8th.

Volunteers

On March 10th, the 1st Annual Volunteer Appreciation Reception was held to thank all the volunteers, Board members and Friends directors who donated their time and talents to the Library in 2017 and 2018. The staff and I were delighted to be able to show our appreciation to everyone for all their hard work to make the Library a success!

Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all!

Respectfully submitted,

Sonora R. Miller

Library Director

Youngstown Free

Library

2017

	BUDGET 2017	Totals Year to Date	Remaining in Budget	%age of Budget
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REVENUE

TOWN OF PORTER	\$78,646.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$6,000.00	\$6,711.00	-\$711.00	112%
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$0.00	100%
LOC. LIBRARY SERVICE AID	\$200.00	\$2,842.00	-\$2,642.00	1421%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	
FINES/ COPIER/ FAX	\$1,300.00	\$2,383.01	-\$1,083.01	183%
INTEREST	\$3,500.00	\$2,663.58	\$836.42	76%
GIFTS	\$1,000.00	2150.15	-\$1,383.01	238%
ANNUAL DRIVE	\$13,000.00	\$11,560.00	\$1,440.00	89%
MISCELLANEOUS	\$100.00	\$2.80	\$97.20	3%
GRANT FUNDS (incl Ortt Bullet funds)	\$0.00	\$5,630.00	-\$5,630.00	
TOTAL REVENUE	\$117,746.00	\$126,588.54	-\$8,842.54	108%

**Youngstown Free
Library
2017**

	BUDGET 2017	Totals Year to Date	Remaining in Budget	%age of Budget
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EXPENDITURE

PERSONNEL

SALARIES (GROSS)	\$63,000.00	\$62,007.95	\$992.05	100%
SALARIES (CHRISTMAS BONUS)		\$160.00		
SUMMER PROG COORD'R	\$1,500.00	\$0.00	\$1,500.00	0%
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$4,849.73	\$250.27	95%
ANCILLARY BENEFIT	\$2,000.00	\$1,807.16	\$192.84	52%
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$53.00	\$247.00	18%
NEW YORK STATE DISABILITY	\$350.00	\$262.38	\$87.62	75%
WORKER'S COMPENSATION	\$700.00	\$1,465.00	-\$765.00	209%
TOTAL PERSONNEL	\$72,950.00	\$70,605.22	\$2,344.78	97%

LIBRARY MATERIALS

AV MATERIALS	\$3,500.00	\$5,361.17	-\$1,861.17	152%
BOOKS	\$22,500.00	\$8,618.90	\$13,881.10	31%
COMPUTER SOFTWARE	\$200.00		\$200.00	44%
PURCHASES FROM GRANT FUNDS	\$0.00		\$0.00	
SUBSCRIPTIONS	\$3,295.00	\$2,990.91	\$304.09	91%
TOTAL LIBRARY MATERIALS	\$29,495.00	\$16,970.98	\$12,524.02	52%

OPERATING EXPENDITURE

ALMS FEE	\$8,200.00	\$8,113.08	\$86.92	99%
HOUSEKEEPING	\$300.00	\$318.27	-\$18.27	102%
INSURANCE	\$3,300.00	\$2,530.19	\$769.81	77%
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$2,218.02	-\$468.02	127%
MAINT. - REPAIRS	\$750.00	\$1,828.48	-\$1,078.48	244%
POSTAGE	\$600.00	\$486.97	\$113.03	81%
PROMOTIONAL	\$200.00	\$548.59	-\$348.59	886%
PUBLICITY		\$7.58	-\$7.58	
OFFICE SUPPLIES		\$51.98	-\$51.98	
RENT	\$12,000.00	\$12,000.00	\$0.00	100%
SUPPLIES/ BOOK PROC.	\$2,700.00	\$1,529.10	\$1,170.90	54%
TELEPHONE	\$1,600.00	\$1,023.53	\$576.47	64%
TOTAL OPERATING EXPENDITURE	\$31,400.00	\$30,655.79	\$744.21	101%

**Youngstown Free
Library
2017**

	BUDGET 2017	Totals Year to Date	Remaining in Budget	%age of Budget
CAPITAL EXPENDITURE				
EQUIPMENT (Bullet Aid)	\$1,100.00		\$1,100.00	-208%
MAJOR IMPROVEMENTS	\$600.00		\$600.00	0%
OTHER	\$0.00	\$219.15	-\$219.15	
TOTAL CAPITAL EXPENDITURES	\$1,700.00	\$219.15	\$1,480.85	-135%
MISCELLANEOUS				
ACCOUNTING	\$800.00	\$710.00	\$90.00	89%
AUDIT	\$0.00		\$0.00	
BANK FEES & CHARGES	\$0.00	\$250.46	-\$250.46	
BOOK KEEPING	\$520.00	\$520.00	\$0.00	100%
CPA-990	\$750.00	\$400.00	\$350.00	53%
INVESTMENT & ADVISORY FEES	\$150.00	\$120.00	\$30.00	80%
PAYROLL SERVICE	\$800.00	\$662.00	\$138.00	75%
PAYROLL TAX PROCESSING (CTS)	\$600.00	\$360.69	\$239.31	66%
UNFORESEEN	\$300.00	\$378.22	-\$78.22	139%
TOTAL MISCELLANEOUS	\$3,920.00	\$3,401.37	\$518.63	86%
LONG TERM PLANNING				
COMMUNITY OUTREACH	\$1,000.00	\$400.00	\$600.00	40%
LIBRARY PROGRAMMING	\$500.00	\$755.82	-\$255.82	76%
LIBRARY SPACE	\$5,200.00	\$326.00	\$4,874.00	10%
MISCELLANEOUS	\$200.00		\$200.00	0%
TECHNOLOGY & EQUIPMENT	\$100.00	\$469.68	-\$369.68	132%
TOTAL LONG TERM PLANNING	\$7,000.00	\$1,951.50	\$5,048.50	21%
FUNDS				
SCHOLARSHIP FUND	\$500.00	\$500.00	\$0.00	100%
TOTAL FUNDS	\$500.00	\$500.00	\$0.00	100%
TOTAL EXPENDITURE	\$146,965.00	\$124,304.01	\$22,660.99	82%
Year-End Depreciation		\$4,112.00		
TOTAL EXPENDITURE w/depn		\$128,416.01		
GAIN/LOSS	-\$29,219.00	-\$1,827.47		

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: December 31st 2017

ASSETS

Petty Cash	100.00
Key Bank Checking	19,829.74
Morgan Stanley Bonds -169- Acct	216,259.46
Morgan Stanley Cash - 178- Acct	21,967.99
Merrill Lynch (Scholarship)	3,874.70

TOTAL ASSETS	262,031.89
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Fund Balances

Unrestricted

General	12,725.99
Marie Braun Memorial	267.93
MaryGrace Foote Memorial	1,068.44
Total Unrestricted Funds	14,062.36

Restricted

Automation	54,136.48
Operating Reserve	105,610.04
Special Projects	83,616.33
Scholarship Donated	3,874.70
Fitch Cady Fund Donated	731.97
Total Restricted Fund Balance	247,969.53

Total Fund Balances	262,031.89
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**YOUNGSTOWN
FREE LIBRARY
2018**

BUDGET 2018 **Activity**
01/01/2018 -
02/28/2018 **Totals Year**
to Date **Remaining in**
Budget **%age of**
Budget

REVENUE

TOWN OF PORTER	\$78,646.00	\$78,646.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$5,711.00	\$0.00	\$0.00	\$5,711.00	0%
VILLAGE OF YOUNGSTOWN	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
LOC. LIBRARY SERVICE AID	\$1,420.00	\$0.00	\$0.00	\$1,420.00	0%
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$2,000.00	\$281.65	\$281.65	\$1,718.35	14%
INTEREST	\$2,400.00	\$863.99	\$863.99	\$1,536.01	36%
GIFTS	\$1,000.00	\$170.80	\$170.80	\$829.20	17%
ANNUAL DRIVE	\$14,000.00	\$1,295.00	\$1,295.00	\$12,705.00	9%
MISCELLANEOUS	\$100.00	\$737.03	\$737.03	-\$637.03	737%
GRANT FUNDS	\$0.00	\$100.00	\$100.00	-\$100.00	
TOTAL REVENUE	\$111,277.00	\$82,094.47	\$82,094.47	\$29,182.53	73.77%

<u>EXPENDITURE</u>	BUDGET 2018	Activity 01/01/2018 - 02/28/2018	Totals Year to Date	Remaining in Budget	%age of Budget
PERSONNEL					
SALARIES (GROSS)	\$73,610	\$10,336.75	\$10,336.75	\$63,273.25	14%
SALARIES (CHRISTMAS BONUS)		\$0.00	\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$615.40	\$615.40	\$3,384.60	15%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$837.84	\$837.84	\$4,792.16	15%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$5.00	\$5.00	\$495.00	1%
NEW YORK STATE DISABILITY	\$350.00	\$511.23	\$511.23	-\$161.23	146%
WORKER'S COMPENSATION	\$750.00	\$0.00	\$0.00	\$750.00	0%
TOTAL PERSONNEL	\$84,840.00	\$12,306.22	\$12,306.22	\$72,533.78	15%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$6,500.00	\$402.88	\$402.88	\$6,097.12	6%
BOOKS	\$16,000.00	\$650.32	\$650.32	\$15,349.68	4%
COMPUTER SOFTWARE	\$200.00	\$99.00	\$99.00	\$101.00	50%
PURCHASES FROM GRANT/GIFT FUNDS		\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$970.43	\$970.43	\$3,029.57	24%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$0.45	\$0.45	\$1,499.55	0%
TOTAL LIBRARY MATERIALS	\$28,200.00	\$2,123.08	\$2,123.08	\$26,076.92	8%

OPERATING EXPENDITURE	BUDGET 2018	Activity 01/01/2018 - 02/28/2018	Totals Year to Date	Remaining in Budget	%age of Budget
ALMS FEE	\$8,328.00	\$1,388.00	\$1,388.00	\$6,940.00	17%
OFFICE SUPPLIES	\$1,500.00	\$141.46	\$141.46	\$1,358.54	9%
HOUSEKEEPING	\$300.00	\$53.13	\$53.13	\$246.87	18%
INSURANCE	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0%
COPIER LEASE & USAGE	\$2,200.00	\$553.87	\$553.87	\$1,646.13	25%
MAINTENANCE (SPACE)	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%
POSTAGE	\$550.00	\$57.00	\$57.00	\$493.00	10%
PROGRAMMING	\$700.00	\$91.28	\$91.28	\$608.72	13%
PUBLICITY	\$1,000.00	\$15.00	\$15.00	\$985.00	2%
INTERNET/PHONE	\$1,600.00	\$257.65	\$257.65	\$1,342.35	16%
TOTAL OPERATING EXPENDITURE	\$20,478.00	\$2,557.39	\$2,557.39	\$17,920.61	12%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,200.00	\$34.97	\$34.97	\$1,165.03	3%
OTHER - SPACE etc	\$4,300.00	\$0.00	\$0.00	\$4,300.00	0%
TOTAL CAPITAL EXPENDITURES	\$5,500.00	\$34.97	\$34.97	\$5,465.03	1%

MISCELLANEOUS	BUDGET 2018	01/01/2018 - 02/28/2018	Totals Year to Date	Remaining in Budget	%age of Budget
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$724.00	\$724.00	\$2,726.00	21%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$560.00	\$560.00	\$2,020.00	22%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$40.00	\$40.00	\$220.00	15%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$124.00	\$124.00	\$0.00	100%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$0.00	\$400.00	0%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION	\$46.00	\$0.00	\$0.00	\$46.00	0%
INVESTMENT & ADVISORY FEES	\$150.00	-\$120.00	-\$120.00	\$270.00	-80%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES		\$0.00	\$0.00	\$0.00	
MISCELLANEOUS	\$0.00	\$1,250.00	\$1,250.00	-\$1,250.00	
TOTAL MISCELLANEOUS	\$13,600.00	\$1,854.00	\$1,854.00	\$11,746.00	14%
TOTAL OPERATING EXPENDITURE	\$152,618.00	\$18,875.66	\$18,875.66	\$133,742.34	12%
LONG TERM PLANNING		-\$108.00	-\$108.00	\$108.00	
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00	0%
TOTAL FUNDS	\$500.00	\$0.00	\$0.00	\$500.00	0%
TOTAL EXPENDITURES	\$153,118.00	\$18,767.66	\$18,767.66	\$134,350.34	12%
Year-End Depreciation					
Net Income (Loss)	-\$41,841.00	\$63,326.81	\$63,326.81	-\$105,167.81	

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: February 28th, 2018

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$83,466.44
Morgan Stanley Bonds -169- Acct	\$216,852.63
Morgan Stanley Cash - 178- Acct	\$21,969.06
Merrill Lynch (Scholarship)	\$3,874.70
TOTAL ASSETS	\$326,262.83

FUND BALANCES

<u>Unrestricted</u>	
General (Operating)	\$69,770.13
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Total Unrestricted Funds	\$169,770.13

<u>Restricted</u>	
Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,874.70
Gifts (with restrictions for use)	\$0.00
Total Restricted Fund Balance	\$156,492.70

TOTAL FUND BALANCES	\$326,262.83
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Proposed Realignment of Balance Sheet Fund Balances at the End of 2017

This Board has 'inherited' several special Fund Balances, which were set-up to memorialize and recognize the special contributions made by Board Members who have passed away. However, the designation of these funds is no longer clear, due to the turn-over of both Board Members & Staff.

Balances in Funds

Unrestricted

MaryGrace Luff-Foote	\$1,068.44
Marie Braun	\$267.93

Restricted

Fitch Cady	\$731.97	
TOTAL FUNDS AVAILABLE		\$2,068.34

It is proposed that upon review of the 2017 Expenses, that it would be appropriate to recognize that:

-the remaining funds in the MaryGrace Luff-Foote fund be identified as having been used for:

Programming including	Harry Potter's Birthday Celebration
	Materials for the Children's programs (LEGO etc)
	Check-Out challenge
Total expense:	\$1,552.59 (Summer 2017)

-the remaining funds in the Marie Braun fund be identified as having been used for:

The Window Mural in the Children's Room

Total expense:	\$266.00 (July 2017)
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-the remaining funds in the Fitch Cady fund be identified as having been used for:

The purchase of the Director's Laptop

	\$1,211.96 (May 2017)
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TOTAL EXPENSES	\$3,030.55
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Proposed Realignment of Balance Sheet Fund Balances at the End of 2017

This being agreed, I would like to propose that these Funds now be closed and their reporting removed from the Balance Sheet

Further, I would like to propose that we re-align the remaining Fund Balances to better reflect the direction of the Library today. I would like to recommend the removal of the Fund Balance labels "Automation" and "Special Projects" since their intent and designation is no longer fully understood.

The suggested simplification for the Start of the Year 2018 is as follows:

Unrestricted

General Fund

which is our Operating Fund.
All Operating Revenues & Expenditures will be drawn from this fund

Long Term Planning

to be seeded with \$100,000 which hopefully will align with our Five Year Plan and possibly pay for some of the costs incurred as we start our "Alternative Funding" campaign

Gifts (such as Ortt bullet funds)

Any gifts the Library receives, which have no restrictions on usage and are over and above the budgeted Gift Revenue of \$1,000.

Restricted

Operating Reserve

which should be reset each Dec 31st to reflect 100% of the next year's Operating Expenses, to be used only in case of a designated 'disaster' for the Library - fire, flood, lack of sufficient funding etc.

Gifst (with restrictions for use)

Upon receipt of such restricted gifts, the Library should document such restrictions

Scholarship (Ruby Carey)

Fund-balance per its Investment Account balance;
scholarship awarded annually to Lew-Port student

I would like to propose a Motion to approve the Balance Sheet changes and re-alignment as outlined in the above rationale.

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: December 31st 2017

ASSETS

Petty Cash	100.00
Key Bank Checking	19,829.74
Morgan Stanley Bonds -169- Acct	216,259.46
Morgan Stanley Cash - 178- Acct	21,967.99
Merrill Lynch (Scholarship)	3,874.70

TOTAL ASSETS	262,031.89
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Fund Balances

Unrestricted

General	12,725.99
Marie Braun Memorial	267.93
MaryGrace Foote Memorial	1,068.44
Total Unrestricted Funds	14,062.36

Restricted

Automation	54,136.48
Operating Reserve	105,610.04
Special Projects	83,616.33
Scholarship Donated	3,874.70
Fitch Cady Fund Donated	731.97
Total Restricted Fund Balance	247,969.53

Total Fund Balances	262,031.89
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YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: January 1st, 2018

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$19,829.74
Morgan Stanley Bonds -169- Acct	\$216,259.46
Morgan Stanley Cash - 178- Acct	\$21,967.99
Merrill Lynch (Scholarship)	\$3,874.70
TOTAL ASSETS	\$262,031.89

FUND BALANCES

Unrestricted

General (Operating)	\$5,539.19
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Total Unrestricted Funds	\$105,539.19

Restricted

Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,874.70
Gifts (with restrictions for use)	\$0.00
Total Restricted Fund Balance	\$156,492.70

TOTAL FUND BALANCES	\$262,031.89
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