

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES—

## Regular meeting

### Zoom Format

**Date: May 18, 2020 Time: 7:00 pm**

**Present:** Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Jerome Andres, Barbara Costello, Emma Hartloff, Lauren Morse, Devon Tower  
Devon Tower, Director: Sonora Miller

**Absent:** Mary Wieland, Kevin Cassick

**Call to Order:** By Sean Scarisbrick at 7:04 pm

**Comments from the public:** None

**Minutes:** The minutes of February 24, 2020 were presented for approval.

- A motion was made by Paul Inskeep and seconded by Sean Scarisbrick to accept the minutes of the January 27, 2020 meeting.  
The motion was passed.

### **President's Remarks:**

- The President started off the meeting stating that he personally missed the physical library as well as the interaction with the staff.
- We are looking forward to the successful reopening of the library.
- The regular meetings for March and April 2020 were cancelled.
- We tried a short period of time with curbside pickup and then everything was shut down.
- The Friends of the Library have scheduled a meeting this Wednesday, May 20, 2020 on Zoom.
- He thanked Maggie Steyn for the work she did to get us a Small Business Loan (PPP) for \$18,000. Currently this money must be spent by the end of June and on personnel expenses.
- He also thanked Paul Inskeep for his continuing work on the Space Project and keeping in touch with Lynn Stephan, consultant for Space Design and Use.
- He also thanked Sonora Miller, Director, for her work in keeping the library, staff, and users together during this difficult and unsure time. She has made the information from the State regarding what we need to do for our staff and the community understandable.

### **Director's Report:**

- See attached report.
- She highlighted that we attempted to maintain regular hours and service through March 22, 2020, when the governor shut us down. She has been keeping regular hours working at home and has had the phone routed to her. She answered 136 reference calls from patrons
- She has submitted the reopening affirmation statement to the State.
- She has been looking into increasing broadband accessibility for the library. However, the program and our library are not a good fit. The library has purchased and installed a WIFI booster so that when the library is closed, patrons can access the internet from the parking lot.
- The library received from Niagara County hand sanitizer and 50 small personal bottles.
- A digital thermometer is on order.
- The Summer Reading Program is starting up and is mostly on the internet.

- What are the next steps in the reopening:
  - Currently we are in Phase 1 starting next Tuesday and can offer only curbside pickup unless there is a hold.
  - We would be available with curbside pickup on Wednesday, May 27, Wednesday from 4 to 6 pm. The staff would come in with staggered shifts and go over the protocols for the 'reopening'.

### **Treasurer's Report:**

- The library has received no fines and there has been no money for the use of the copier.
- No purchases have been made.
- See attached reports for March and April, 2020.

### **Correspondence:**

- No correspondence report.

### **Old Business:**

- Lauren Morse reported that the Youngstown at Sunset event has been cancelled. No future date has been set.
- The Electronics Recycling event is still tentatively set for August 8, 2020.
- Barb Costello contacted Anne Orr of the Buffalo Community Fund. The issue remains regarding the investment of our 'rainy day funds'. Barb will try to reestablish contact with Anne Orr.
- The Friends Newsletter for June will be published in September, 2020

### **New Business:**

- Chris Schemel's husband died recently. Sonora will extend our condolences. Members could send cards, flowers or contributions in his name to the Library.
- A motion was made by Maggie Steyn and seconded by Karran Swayze to continue to pay the staff until June 28, 2020 with the funds from the PPP from the Cares Act. We received the funds May 5, 2020 and we have to use them within 8 weeks of receipt.  
The motion was passed.
- Committee assignments were tabled until the next meeting.
- The Scholarship Committee cochair, Claudia Andres, reported that there were 5 applications. The results should be available by the end of the week.
- Paul Inskeep had a 3-hour phone meeting with Lynn Stephan reviewing what we wanted in the Space Study and her quote for the cost. She initially did a floor layout and rearranged the furniture and shelving. She has 3 different plans for arranging the furniture and shelving. She considered the 6-foot social distancing regarding the computers. There would be new overhead lighting, but this is on hold until we decide about the furniture. Questions concerning the swing in the children's area. The Space Committee will have a Zoom meeting with Lynn before the next Board meeting. Paul will make available a tentative budget for the planning of the Space Study. Maggie Steyn will notify Friends that we are moving on this study and the continued availability of the \$7500.

- UPCOMING EVENTS:
  - None scheduled at this time.

➤ A motion to adjourn was made by Sean Scarisbrick and seconded by Paul Inskeep.  
The motion passed at 8:14pm.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, June 22, 2020 through Zoom at 7pm.

Sonora will publish the link. The public is welcome to attend.

Respectfully submitted,  
Karran Swayze  
Recording Secretary  
Youngstown Free Library Board of Trustees



## Youngstown Free Library

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

### Director's Report

May 2020

#### PANDEMIC TIMELINE



- 4 - Library closed for extensive cleaning and disinfection of entire facility
  - 5 - Implemented rigorous daily cleaning regimen for entire Library and all returned books
  - 15 - Cancelled Library and Community Room programming events and cancelled all volunteer shifts
  - 18 - Closed Library to the public and reduced staff to 25%
  - 22 - Shut down curbside pick-up after Executive Order No. 202.8
  - 23 - All calls forwarded to Director's phone
  - 23-31 - Director maintained regular Library hours remotely on Mondays - Thursdays
- 1-30 - Director continued to maintain regular Library hours remotely on Mondays - Thursdays
  - 20 - Monthly Meditation Group offered online to 40+ patrons
- 1-ongoing - Director continues to maintain regular Library hours remotely on Mondays - Thursdays
  - 6 - Paycheck Protection Program loan received
  - 11 - Monthly Meditation Group offered online to 25+ patrons
  - 15 - Director submitted emergency funding grant request to Humanities NY
  - 17 - Director submitted Reopening Affirmation and Business Reopening Safety Plan (req'd by NY Forward) in preparation for WNY entering Phase 1

#### WHAT SERVICES HAVE BEEN OFFERED SINCE MARCH 23?



## Youngstown Free Library

**Currently, the Library is not open to the public.  
But you can contact the Librarian the following hours:**

Mondays: 1:30 pm - 8:30 pm  
Tuesdays: 9:30 am - 8:30 pm  
Wednesdays: 1:30 pm - 8:30 pm  
Thursdays: 1:30 pm - 8:30 pm

**716-745-3555 ~ [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)**

Since March 23, Library services have been provided remotely. From Mondays through Thursdays during regular Library hours, full service has been available via phone and email.



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To work remotely from home, I have forwarded the Library's phone number to ring on my own. Since then, I have fielded 136 reference calls from patrons. Many questions are hours-long coaching sessions walking patrons through the process of signing up for and using the digital library apps.

I continue to answer all emails and monitor social media during regular Library hours on Mondays through Thursdays.

Several new library cards have been issued and mailed since the end of March.

### CONTINUING EDUCATION

- "What's a Library if ... Closed?"
- Hands Free Storytelling
- Workplace After COVID-19: Re-Designing Your Space
- READSquared
- One District, One Book Virtual Recap with Lew-Port Teacher Committee
- COVID-19: Safety Tips for Reopening Your Library
- Playing the Long Game: The Resiliency of Ordinary People Like You and Me
- Libraries and the Unemployment Crisis
- Know Your Rights: Copyright Hacks for Librarians and Educators Webinar

### FUNDRAISING AND GRANTS

The Library received a two small grant from Nioga: one to purchase books for adults on careers and job skills, and the second for more toys for the play area in the Children's Room.

Thanks to Maggie's diligent efforts, the Library received a PPP loan to support staff payroll for May and June.

I have applied for a grant this month from Humanities New York. If received, this emergency funding would be used to support the Library's pivot to digital programming for the summer.

In April, Niagara County Legislator Irene Myers called me with news of a grant available that would help provide broadband Internet equipment and setup of a public hotspot for reduced cost. After reviewing the grant with Nioga's IT expert, it seemed that the grant would not be a good match for the Library for several reasons.

"In order to take advantage of this offer, the host institution must provide:  
a.) working broadband internet access service;  
b.) electricity; and,  
c.) a physical structure in which the electronics can be installed."

The Library does not have broadband Internet. Also, the Village would have to approve the installation of the hotspot electronics on the outside of the building. I connected Legislator Irene Myers with Mayor Raleigh Reynolds in the hope that the Village Office would choose to apply for this grant. The Village just upgraded its Internet package, and as building owners, they would be able to approve the installation quickly. The Village chose not to apply for this grant.



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For #GivingTuesdayNow on May 5<sup>th</sup>, I posted a fundraiser on the Library's social media. Our patrons donated \$300. The generosity of our community is boundless, and this funding will be applied to the many expenses that continue even when the Library is closed. Thank you to those who donated!

### **NIOGA/MEMBER LIBRARY PARTNERSHIPS**

During the shutdown, Nioga has been holding biweekly phone conferences for member library directors. I have been attending these phone conferences to stay in the loop with Nioga's communication with the State Library, and to discern Nioga's plans for the future.

### **PREPARING FOR SAFETY AND SERVICE**

The Library has a regular stock of disinfectant wipes and gloves, so we were prepared when the cleaning measures needed to be ramped up. Since then, we have built up the following PPE and cleaning supplies: vinyl gloves, disposable masks, washable masks, disinfectant wipes, and disinfectant spray. Face shields and a touch-free thermometer are on order.

In March, we needed to make purchases to prepare for the Library's shutdown. I purchased a powerful Wi-Fi extender to funnel Internet to the parking lot. To enable remote work, I purchased included Remote PC software and a Zoom license.

The Library will be back to loaning its books and magazines soon, so it's important to make purchases to protect patrons. I purchased brown grocery bags for curbside pick-up of library materials. I purchased reusable plastic magazine covers to make it easier to sanitize magazines with disinfectant wipes between checkouts.

Finally, it's important to consider the time when patrons will once again be welcomed to the Library, although that will be months ahead of us. I have ordered one countertop plexiglass screen to see if it meets our needs before ordering more to extend across the entire Front Desk. Sanitizing stations for every room are already in our plans. Some seating will have to be removed in order to create 6 feet distance between patrons. Layout and seating will be addressed in detail to the Board at a later date.

### **PROGRAMMING IN AND OUTSIDE THE LIBRARY**

Programming continues! **Monthly Meditation Group at the Library** seamlessly switched to online sessions, thanks to instructor Stephanie Chesebro.

April 20: 40 participants

May 11: 25+ participants

Starting the week of May 18<sup>th</sup>, some additional adult programs will move online. The Friends will meet via Zoom on the 20<sup>th</sup>. Unfortunately, our partners who usually provide children's programming (Lew-Port and Town of Porter Rec. Department) are not currently providing digital programming. As a result, I have identified several creators of excellent digital children's content, and those videos are regularly shared on the Library's social media.



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But children aren't forgotten at Youngstown Free Library! The summer reading season will be run with 80-90% virtual programming this year. It is a LOT of extra work, but I am planning out a 10-week summer reading season with more than 60 programs. The summer reading challenge is moving online as well, so I am building that module right now.

### **PUBLICITY UPDATES**

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

Facebook: 904 followers: <https://www.facebook.com/youngstownfreelibrary/>  
Twitter: 44 followers: <https://twitter.com/ytownlibrary>  
Instagram: 366 followers: <https://www.instagram.com/youngstownfreelibrary>

The Library was recently certified as a Bike Friendly New York business. This certification program connects bike-friendly businesses to cyclists biking the Erie Canalway and Hudson River Valley Greenway Trails, and from the Hudson Valley to the Canadian border. Our services to visitors (bike racks, Internet computers, Wi-Fi, restrooms, coffee, and in-person help) make the Youngstown Free Library a perfect Bike Friendly Business. Our information will be printed in all publicity materials for the Canalway Trail.

### **STAFF**

On March 18, the governor cut the workforce to 25%, so all part-time staff members were sent home. On March 23, the governor cut the non-essential workforce to 0% in the office, so I moved to working remotely. Access to home computers is limited among part-time staff, so remote work was not an option for them. The Library Board voted to continue paying all staff based on their planned working schedules.

### **WHAT HAPPENS NEXT?**

#### **PART 1 - REGIONS AND METRICS FOR REOPENING**

The end of PAUSE does not guarantee that every part of NYS will be able to open. The governor has divided the state into ten different regions. Interestingly, the Nioga Library System is in two regions: Orleans and Genesee Counties are in the Finger Lakes region and Niagara County is part of Western New York region. Here is a link that shows all the regions: <https://forward.ny.gov/regional-monitoring-dashboard>

When you look at the link to the Regional Monitoring Dashboard, you'll see that there are seven metrics that each region has to meet in order to start the slow process of reopening. As of Sunday the 17<sup>th</sup>, Western New York region is meeting 6 of the 7 criteria .

The Finger Lakes region is currently meeting 7 of 7 criteria for reopening. Those counties (including Orleans and Genesee) are now able to begin Phase 1 of reopening. Will Nioga open then? I don't know. Their headquarters are located in Niagara County, so they may be under the same restrictions as the Western New York region.

When will Western New York meet all the criteria and be able to begin Phase 1 of reopening? I don't know. Currently, Western New York is meeting 6/7 criteria, but if hospitalizations go up, Phase 1 could be delayed longer. My intention is to have all our Phase 1 plans in place the week of May 18-22; that way, staff and I are prepared regardless of when we are able to implement Phase 1.



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### PART 2 - PHASES OF REOPENING

Once a region is cleared to start the process of reopening, there will be 4 phases of reopening. Here is a link that describes the phases: <https://forward.ny.gov/industries-reopening-phase> When you look at the reopening phases, you'll notice that nowhere in there are libraries mentioned. Nowhere! The closest to libraries that is mentioned is in Phase 1: "Phase One includes delivery and curbside pick-up service only for the following businesses...Book Stores."

On behalf of Niagara County libraries, the director of the Lockport Public Library sought more detail about curbside pick-up service. According to "an email [...] from the NC Chairwoman, libraries in Niagara County can begin 'curbside' pickup whenever the county can begin Phase 1." Hooray!

### PART 3 - HOW TO REOPEN SAFELY

There are three factors that have to be addressed before we can un-PAUSE the Library for Phase 1: protections for employees and customers, changes to the physical workspace, and changing processes to make the Library safer. The full document is listed here: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYForwardReopeningGuide.pdf>

New York State requires all businesses to address these three factors by completing the NY Forward Business Re-opening Safety Plan. The safety plan outlines "how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection."

I have completed our plan and I am including it in a separate document. Please remember, this plan ONLY covers curbside pick-up, so you will not see issues addressed regarding patrons inside the Library building.

At the June meeting, you can expect to see preparations for the return of patrons inside the Library building. I will be presenting policies that I will be asking the Board to pass regarding patron behavior in the Library. For example, it is expected and appropriate for libraries to pass policies requiring that patrons wear a mask or face shield when they visit the Library (<https://www.wnylrc.org/ask-the-lawyer/rags>).

Respectfully submitted,

Sonora R. Miller  
Library Director



YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at March 31st, 2020

<b>YOUNGSTOWN FREE LIBRARY 2020</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b><u>REVENUE</u></b>							<b>Mar= 25%</b>
TOWN OF PORTER	<b>\$80,219</b>		\$80,219.00		\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	<b>\$5,577</b>				\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	<b>\$1,000</b>				\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	<b>\$1,420</b>				\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	<b>\$0</b>				\$0.00	\$0.00	
FRIENDS	<b>\$8,000</b>		\$500.00	\$239.10	\$739.10	\$7,260.90	9.24%
FINES/ COPIER/ FAX	<b>\$2,400</b>	\$271.74	\$241.66	\$205.14	\$718.54	\$1,681.46	29.94%
INTEREST	<b>\$3,600</b>	\$448.82	\$994.00	\$61.46	\$1,504.28	\$2,095.72	41.79%
GIFTS	<b>\$4,000</b>	\$88.82	\$279.29	\$117.28	\$485.39	\$3,514.61	12.13%
ANNUAL DRIVE	<b>\$16,000</b>		\$3,342.30		\$3,342.30	\$12,657.70	20.89%
MISCELLANEOUS	<b>\$300</b>	\$14.81	\$12.96	\$20.37	\$48.14	\$251.86	16.05%
GRANT FUNDS	<b>\$500</b>	\$0.00		\$275.00	\$275.00	\$225.00	55.00%
<b>TOTAL REVENUE</b>	<b>\$123,016</b>	<b>\$824.19</b>	<b>\$85,589.21</b>	<b>\$918.35</b>	<b>\$87,331.75</b>	<b>\$35,684.25</b>	<b>70.99%</b>

YOUNGSTOWN FREE LIBRARY  
 PROFIT AND LOSS STATEMENT  
 as at March 31st, 2020

<b><u>EXPENDITURE</u></b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>							<b>Mar= 25%</b>
SALARIES (GROSS) - Active	<b>\$82,600</b>	\$8,251.82	\$6,691.81	\$6,046.29	\$20,989.92	\$61,220.53	25.41%
SALARIES (GROSS) - COVID-19				\$389.55	\$389.55		
HEALTH BENEFIT	<b>\$4,000</b>	\$461.55	\$307.70	\$307.70	\$1,076.95	\$2,923.05	26.92%
SOCIAL SECURITY & MEDICARE	<b>\$6,625</b>	\$666.58	\$535.46	\$515.87	\$1,717.91	\$4,907.09	25.93%
CONTINUING EDUCATION & NETWORKING	<b>\$500</b>				\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & SUTA/FUTA	<b>\$500</b>	\$52.28	\$24.71	\$140.38	\$217.37	\$282.63	43.47%
WORKER'S COMPENSATION	<b>\$500</b>				\$0.00	\$500.00	0.00%
SALARIES (CHRISTMAS BONUS)	<b>\$200</b>				\$0.00	\$200.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$94,925</b>	<b>\$9,432.23</b>	<b>\$7,559.68</b>	<b>\$7,399.79</b>	<b>\$24,391.70</b>	<b>\$70,533.30</b>	<b>25.70%</b>
<b>LIBRARY MATERIALS</b>							
AUDIO VISUAL MATERIALS	<b>\$5,570</b>	\$404.46	\$114.32	\$82.97	\$601.75	\$4,968.25	10.80%
BOOKS	<b>\$8,500</b>	\$3,095.41	\$122.89	\$757.65	\$3,975.95	\$4,524.05	46.78%
COMPUTER SOFTWARE	<b>\$200</b>		\$132.96	\$11.00	\$143.96	\$56.04	71.98%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$4,000</b>	\$919.50	\$338.81	\$2,343.43	\$3,601.74	\$398.26	90.04%
BOOK PROCESSING & SUPPLIES	<b>\$1,680</b>	\$183.25	\$104.85	\$150.75	\$438.85	\$1,241.15	26.12%
PROGRAMMING	<b>\$1,800</b>	\$648.09	\$394.47		\$1,042.56	\$757.44	57.92%
PUBLICITY & PROMOTION	<b>\$600</b>		\$28.48	\$1.52	\$30.00	\$570.00	5.00%
COPIER LEASE & USAGE	<b>\$1,200</b>	\$100.31			\$100.31	\$1,099.69	8.36%
POSTAGE	<b>\$280</b>	\$30.35	\$169.10	\$19.00	\$218.45	\$61.55	78.02%
INTERNET/PHONE	<b>\$560</b>	\$133.42	\$132.76	\$133.37	\$399.55	\$160.45	71.35%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$24,390</b>	<b>\$5,514.79</b>	<b>\$1,538.64</b>	<b>\$3,499.69</b>	<b>\$10,553.12</b>	<b>\$13,836.88</b>	<b>43.27%</b>

YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at March 31st, 2020

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	<b>\$9,060</b>	\$755.00	\$755.00	\$755.00	\$2,265.00	\$6,795.00	25.00%
OFFICE SUPPLIES	<b>\$1,600</b>	\$528.72	\$70.98	\$67.55	\$667.25	\$932.75	41.70%
HOUSEKEEPING	<b>\$400</b>	\$42.16	\$4.34		\$46.50	\$353.50	11.63%
INSURANCE	<b>\$7,000</b>				\$0.00	\$7,000.00	0.00%
RENT	<b>\$1</b>				\$0.00	\$1.00	0.00%
MAINTENANCE (SPACE)	<b>\$1,500</b>			\$1,411.78	\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	<b>\$1,200</b>		\$237.86	\$160.39	\$398.25	\$801.75	33.19%
POSTAGE	<b>\$280</b>				\$0.00	\$280.00	0.00%
INTERNET/PHONE	<b>\$560</b>	-\$540.00	\$0.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
<b>TOTAL OPERATING</b>	<b>\$21,601</b>	<b>\$785.88</b>	<b>\$1,068.18</b>	<b>\$2,394.72</b>	<b>\$4,248.78</b>	<b>\$17,352.22</b>	<b>19.67%</b>
<b>CAPITAL EXPENDITURE</b>							
TECHNOLOGY	<b>\$1,250</b>	\$0.00	\$1,250.00	\$0.00	\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	<b>\$0</b>	\$0.00			\$0.00	\$0.00	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>100.00%</b>

YOUNGSTOWN FREE LIBRARY  
 PROFIT AND LOSS STATEMENT  
 as at March 31st, 2020

<b>MISCELLANEOUS</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,632.00</b>	<b>\$266.00</b>	<b>\$249.00</b>	<b>\$249.00</b>	\$764.00	\$2,868.00	21.04%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	<b>\$2,580</b>	\$215.00	\$215.00	\$215.00	\$645.00	\$1,935.00	25.00%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	<b>\$260</b>		\$34.00	\$34.00	\$68.00	\$192.00	26.15%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$300</b>	\$51.00			\$51.00	\$249.00	17.00%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>				\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	<b>\$50</b>				\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42</b>				\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>				\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT etc	<b>\$200</b>				\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL etc	<b>\$500</b>				\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	<b>\$10</b>	\$2.99			\$2.99	\$7.01	29.90%
MISC - OTHER					\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,342</b>	<b>\$268.99</b>	<b>\$249.00</b>	<b>\$249.00</b>	<b>\$766.99</b>	<b>\$3,575.01</b>	<b>17.66%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$146,508</b>	<b>\$16,001.89</b>	<b>\$11,665.50</b>	<b>\$13,543.20</b>	<b>\$41,210.59</b>	<b>\$105,297.41</b>	<b>28.13%</b>
<b>Net Income (Loss)</b>	<b>-\$23,492</b>	<b>-\$15,177.70</b>	<b>\$73,923.71</b>	<b>-\$12,624.85</b>	<b>\$46,121.16</b>	<b>-\$69,613.16</b>	

**YOUNGSTOWN FREE LIBRARY  
BALANCE SHEET  
As at: March 31st, 2020**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$27,714.80
Morgan Stanley - 178- Acct	\$280,362.22
Morgan Stanley (Scholarship)	\$2,558.58

<b>TOTAL ASSETS</b>	<b>\$310,735.60</b>
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**FUND BALANCES**

**Unrestricted**

General (Operating)	\$66,951.58
Long Term Plan	\$89,200.00
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
<b>Total Unrestricted Funds</b>	<b>\$161,669.02</b>

**Restricted**

Operating Reserve	\$146,508.00	<i>&lt;----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$2,558.58	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
<b>Total Restricted Fund Balance</b>	<b>\$149,066.58</b>	

<b>TOTAL FUND BALANCES</b>	<b>\$310,735.60</b>
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**YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at April 30th, 2020**

<b>YOUNGSTOWN FREE LIBRARY 2020</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>Activity 04/01/2020 - 04/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b><u>REVENUE</u></b>								<b>Apr = 33%</b>
TOWN OF PORTER	<b>\$80,219</b>		\$80,219.00		\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	<b>\$5,577</b>					\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	<b>\$1,000</b>					\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	<b>\$1,420</b>					\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	<b>\$0</b>					\$0.00	\$0.00	
FRIENDS	<b>\$8,000</b>		\$500.00	\$239.10		\$739.10	\$7,260.90	9.24%
FINES/ COPIER/ FAX	<b>\$2,400</b>	\$271.74	\$241.66	\$205.14		\$718.54	\$1,681.46	29.94%
INTEREST	<b>\$3,600</b>	\$448.82	\$994.00	\$61.46	\$245.89	\$1,750.17	\$1,849.83	48.62%
GIFTS	<b>\$4,000</b>	\$88.82	\$279.29	\$117.28		\$485.39	\$3,514.61	12.13%
ANNUAL DRIVE	<b>\$16,000</b>		\$3,342.30			\$3,342.30	\$12,657.70	20.89%
MISCELLANEOUS	<b>\$300</b>	\$14.81	\$12.96	\$20.37		\$48.14	\$251.86	16.05%
GRANT FUNDS	<b>\$500</b>	\$0.00		\$275.00		\$275.00	\$225.00	55.00%
<b>TOTAL REVENUE</b>	<b>\$123,016</b>	<b>\$824.19</b>	<b>\$85,589.21</b>	<b>\$918.35</b>	<b>\$245.89</b>	<b>\$87,577.64</b>	<b>\$35,438.36</b>	<b>71.19%</b>

**YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at April 30th, 2020**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 -</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>04/01/2020 - 04/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>								<b>Apr = 33%</b>
SALARIES (GROSS) - Active	<b>\$82,600</b>	\$8,251.82	\$6,691.81	\$6,046.29	\$3,644.76	\$24,634.68	\$55,093.73	29.82%
SALARIES (GROSS) - COVID-19				\$389.55	\$2,482.04	\$2,871.59		
HEALTH BENEFIT	<b>\$4,000</b>	\$461.55	\$307.70	\$307.70	\$307.70	\$1,384.65	\$2,615.35	34.62%
SOCIAL SECURITY & MEDICARE	<b>\$6,625</b>	\$666.58	\$535.46	\$515.87	\$492.24	\$2,210.15	\$4,414.85	33.36%
CONTINUING EDUCATION & NETWORKING	<b>\$500</b>					\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	<b>\$500</b>	\$52.28	\$24.71	\$140.38	\$14.89	\$232.26	\$267.74	46.45%
SALARIES (CHRISTMAS BONUS)	<b>\$200</b>					\$0.00	\$200.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$94,925</b>	<b>\$9,432.23</b>	<b>\$7,559.68</b>	<b>\$7,399.79</b>	<b>\$6,941.63</b>	<b>\$31,333.33</b>	<b>\$63,591.67</b>	<b>33.01%</b>
<b>LIBRARY MATERIALS</b>								
AUDIO VISUAL MATERIALS	<b>\$5,570</b>	\$404.46	\$114.32	\$82.97	\$0.00	\$601.75	\$4,968.25	10.80%
BOOKS	<b>\$8,500</b>	\$3,095.41	\$122.89	\$757.65	\$46.17	\$4,022.12	\$4,477.88	47.32%
COMPUTER SOFTWARE	<b>\$200</b>		\$132.96	\$11.00	\$68.23	\$212.19	-\$12.19	106.10%
SUBSCRIPTIONS & LIBRARY	<b>\$4,000</b>	\$919.50	\$338.81	\$2,343.43	\$0.00	\$3,601.74	\$398.26	90.04%
BOOK PROCESSING &	<b>\$1,680</b>	\$183.25	\$104.85	\$150.75	\$44.18	\$483.03	\$1,196.97	28.75%
PROGRAMMING	<b>\$1,800</b>	\$648.09	\$394.47		\$138.47	\$1,181.03	\$618.97	65.61%
PUBLICITY & PROMOTION	<b>\$600</b>		\$28.48	\$1.52	\$0.00	\$30.00	\$570.00	5.00%
COPIER LEASE & USAGE	<b>\$1,200</b>	\$100.31			\$0.00	\$100.31	\$1,099.69	8.36%
POSTAGE	<b>\$280</b>	\$30.35	\$169.10	\$19.00	\$19.00	\$237.45	\$42.55	84.80%
INTERNET/PHONE	<b>\$560</b>	\$133.42	\$132.76	\$133.37	\$134.11	\$533.66	\$26.34	95.30%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$24,390</b>	<b>\$5,514.79</b>	<b>\$1,538.64</b>	<b>\$3,499.69</b>	<b>\$450.16</b>	<b>\$11,003.28</b>	<b>\$13,386.72</b>	<b>45.11%</b>

**YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at April 30th, 2020**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>02/01/2020 - 02/29/2020</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>04/01/2020 - 04/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	<b>\$9,060</b>	\$755.00	\$755.00	\$755.00	\$755.00	\$3,020.00	\$6,040.00	33.33%
OFFICE SUPPLIES	<b>\$1,600</b>	\$528.72	\$70.98	\$67.55	\$228.98	\$896.23	\$703.77	56.01%
HOUSEKEEPING	<b>\$400</b>	\$42.16	\$4.34			\$46.50	\$353.50	11.63%
INSURANCE	<b>\$7,000</b>				\$282.20	\$282.20	\$6,717.80	4.03%
RENT	<b>\$1</b>					\$0.00	\$1.00	0.00%
(SPACE)	<b>\$1,500</b>			\$1,411.78		\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	<b>\$1,200</b>		\$237.86	\$160.39	\$128.11	\$526.36	\$673.64	43.86%
POSTAGE	<b>\$280</b>				\$4.65	\$4.65	\$275.35	1.66%
INTERNET/PHONE	<b>\$560</b>	-\$540.00	\$0.00	\$0.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
<b>TOTAL OPERATING</b>	<b>\$21,601</b>	<b>\$785.88</b>	<b>\$1,068.18</b>	<b>\$2,394.72</b>	<b>\$1,398.94</b>	<b>\$5,647.72</b>	<b>\$15,953.28</b>	<b>26.15%</b>
<b>CAPITAL EXPENDITURE</b>								
TECHNOLOGY	<b>\$1,250</b>	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	<b>\$0</b>	\$0.00				\$0.00	\$0.00	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>100.00%</b>



**YOUNGSTOWN FREE LIBRARY  
PROFIT AND LOSS STATEMENT  
as at April 30th, 2020**

<b>MISCELLANEOUS</b>	<b>Budget for 2020</b>	<b>Activity 01/01/2020 - 01/31/2020</b>	<b>Activity 02/01/2020 -</b>	<b>Activity 03/01/2020 - 03/31/2020</b>	<b>04/01/2020 - 04/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,632.00</b>	<b>\$266.00</b>	<b>\$249.00</b>	<b>\$249.00</b>	<b>\$249.00</b>	\$1,013.00	\$2,619.00	27.89%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	<b>\$2,580</b>	\$215.00	\$215.00	\$215.00	\$215.00	\$860.00	\$1,720.00	33.33%
INCL FED & STATE TAX PAYMENTS	<b>\$260</b>		\$34.00	\$34.00	\$34.00	\$102.00	\$158.00	39.23%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$300</b>	\$51.00				\$51.00	\$249.00	17.00%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>					\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	<b>\$50</b>					\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42</b>					\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>					\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT etc	<b>\$200</b>					\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL etc	<b>\$500</b>					\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	<b>\$10</b>	\$2.99				\$2.99	\$7.01	29.90%
MISC - OTHER						\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,342</b>	<b>\$268.99</b>	<b>\$249.00</b>	<b>\$249.00</b>	<b>\$249.00</b>	<b>\$1,015.99</b>	<b>\$3,326.01</b>	<b>23.40%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$146,508</b>	<b>\$16,001.89</b>	<b>\$11,665.50</b>	<b>\$13,543.20</b>	<b>\$9,039.73</b>	<b>\$50,250.32</b>	<b>\$96,257.68</b>	<b>34.30%</b>
<b>Net Income (Loss)</b>	<b>-\$23,492</b>	<b>-\$15,177.70</b>	<b>\$73,923.71</b>	<b>-\$12,624.85</b>	<b>-\$8,793.84</b>	<b>\$37,327.32</b>	<b>-\$60,819.32</b>	

**YOUNGSTOWN FREE LIBRARY  
BALANCE SHEET  
As at: April 30th, 2020**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$15,370.66
Morgan Stanley - 178- Acct	\$282,036.47
Morgan Stanley (Scholarship)	\$2,565.71

<b>TOTAL ASSETS</b>	<b>\$300,072.84</b>
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**FUND BALANCES**

**Unrestricted**

General (Operating)	\$56,281.69
Long Term Plan	\$89,200.00
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
<b>Total Unrestricted Funds</b>	<b>\$150,999.13</b>

**Restricted**

Operating Reserve	\$146,508.00	<i>←----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$2,565.71	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
<b>Total Restricted Fund Balance</b>	<b>\$149,073.71</b>	

<b>TOTAL FUND BALANCES</b>	<b>\$300,072.84</b>
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