

# DRAFT- YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: December 6, 2017 Time: 7:00 PM**

**Present:** Rita Rolfe, Maggie Steyn, Kevin Cassick, Mary Wieland, Karren Swayze, Heather Crumlish Paul Inskeep, Diana Newton, Jan Mathews & Sonora Miller

**Call to order:** By Rita Rolfe at 7:02 PM

**Comments from the public:** None

**Minutes:** The minutes of the September/October 23, 2017 meeting were accepted as written. Motion to approve, Maggie Steyn, second, Kevin Cassick. Motion carried.

**Treasurer's Report:** Maggie distributed reports dating from September 1 thru October 31 showing revenues & expenditures along with the respective balance sheet. We are presently 5/6 th or 83% of the way thru the year and we have received over \$4000 of our budgeted income with more to come in. We are in good shape and should be nearly on track year end, income vs. expenditures. Maggie pointed out we have come a long way since last year at this time when we adopted a \$29,000 deficit budget for 2017. Many thanks to Sonora for her stewardship in helping us dissolve the deficit. Motion made "To accept the financial reports as presented" Mary Wieland, second, Karren Swayze. Motion carried.

## **Directors Report:**

- Sonora covered projects that are underway in the building, collection & space, community partnership & outreach, grants, fundraising, workshops and many other exciting programs that are underway or to be planned in the near future, covered in plans for 2018. This fall (Oct-Dec) she has plans for 45 children and 12 adult programs. Sonora covered her goals for the Library for 2018. (attached)
- The number of people using the library has nearly tripled in 1 year. 2016 count was 8900, 2017 thru Nov. was over 21,000 hoping for 24,000 by year end!
- **For more detailed information see the Director's report which was accepted and filed (report dated December 2017)**

**Correspondence:** Jan Matthews sent a thank you note to Sonora's parents: Phil & Faith Miller for their donation of a vacuum cleaner. Rita had 3 more for Jan to write: Friends for the book sale, congratulations to Lynn Fund for being awarded the Mary Andrus award and Phil Miller for all of the construction and volunteer work he has done. Sonora also asked Jan to send notes to: North Tonawanda Public library for the computer, Newfane library for the magnifier and Ransomville library for several books they had extras of. Sonora will also be sending holiday cards to several organizations, staff, volunteers and government offices thanking them for their ongoing support of the library and also service groups that have shown their financial support.

## **Friends of the Library:**

- The Fall book sale was an enormous success netting \$2800 topping 2016 by \$500, Maggie in behalf of the friends thanked everyone who participated.
- Christmas in the village will be this Saturday Dec.9 at 11 am in the Gym.
- The friends has once again invited us to their annual Christmas party on Wed. Dec.13 at the Fort Niagara officers club.
- The recipient of the "Mary Andrus Outstanding Service Award" was Lynn Funk who will be retiring from the Friends group. She will be presented the award at the Annual dinner on the 13<sup>th</sup>.

## **Committee Reports:**

- **Finance Committee**-Maggie reported that 5 RFQ's were sent out to accounting and payroll services to

handle the Library. Of the (5) it was narrowed down to (2) very qualified firms, which were interviewed and (1) was picked because they had a CPA on board. It was felt that a CPA was important when we start the quest for alternative funding. The firm picked was J.L. Thom CPA, PC of Medina. Maggie Steyn then made a motion "To change our accounting & payroll providers in 2018 to J.L. Thom CPA, PC" second, Paul Inskeep. Discussion & questions ensued about payroll and bill paying which were answered by Sonora & Maggie to the board's satisfaction. Call for vote, motion carried.

- **Personnel Committee**-Heather updated the board on what had been accomplished on personnel policy. There still are 4 points that must be clarified (vacation, leave of absence, etc) This will be picked up and hopefully completed the first part of 2018. Thank you Heather for typing this up!
- Letter has been sent to Sonora in reference to the new mandated "Paid family leave" which has been adopted by YFL. Sonora in turn explained the policy to her staff.
- With Heather's help a evaluation form was created based on the 6 month goals that Sonora committed to last Summer. A pre-review will be held with the personnel committee on Dec. 19<sup>th</sup> at 2 pm.
- **Nominating Committee- Trustees:** Heather reported that she does not have confirmation from any of the 12 people who said they were interested in becoming a trustee, so unfortunately we cannot vote at this meeting. 4 said they were very interested, however they have not responded as of yet.
- **Slate of officers and committee chairs for 2018:**
  1. **President**-Rita Rolfe
  2. **Vice President**-TBD
  3. **Treasurer**-Maggie Steyn- **Comm. Chair-Finance & Friends liaison**
  4. **Recording Secretary**-Paul Inskeep- **Comm. Chair-Personnel**
  5. **Corresponding Secretary**-TBD
  6. **Historian & Governess Comm. Chair**-Karren Swayze
  7. **Nominating Comm. Chair**-Heather Crumlish
  8. **Scholarship Comm. Chair**-TBD
  9. **We thank Jan Mathews for all her work as Corresponding Secretary & Chair for the Scholarship Comm. Jan will be retiring from the Trustees board as of January 2018.**
- **Governing/Bi-law Committee**- Karren had nothing new to add, She will be getting the committee together in February and would like to continue on as chair of this group next year.

### **Old Business:**

**Town and Village funding**-As previously reported the Library requested an additional \$15,440 from the town of Porter. Sonora reported she has heard back from the town and there will be no increase next year. In the past there has always been at least a 2% increase, however, this coming year we will receive \$78,646, the same as in 2017. We are still hoping that the Village of Youngstown will increase our revenue by \$4,000 making the net result of income \$6,000. Raleigh Reynolds the Youngstown mayor will let Rita know as soon as the budget is adopted. The village fiscal year ends in June 2018.

**Funding Options**- Rita reiterated the need for alternative funding based on the current situations. We cannot continue to depend on our present income sources to assure the sustainability of the YFL. Rita proposed that our Feb. work session meeting be devoted to community vote funding and that we invite Pat Fagan, the Librarian and Board President from Ransomville and our new Friends President to get their input on the funding proposal. At this point the Lewiston Library seems to have no interest in joining with us. Rita then made the following motion, "The Youngstown Free Library Board of Trustees wishes to move to public funding", second, Kevin Cassick. After much discussion about funding, consolidation, speculation and when this would start, a call to vote was entertained. Motion carried. The workshop meeting will be tentatively Feb. 7<sup>th</sup>, Sonora to confirm.

**Town of Porter story hour**- Sonora attended a meeting with the Town of Porter recreation department in reference to the room location for the "Story hour". Many changes have been made to the programming room upstairs at the request of the TOP recreation group. The room is now completely child proof. The acoustics have been improved with the addition of the mural and funding from the "Friends" has been granted for acoustical panels if needed. The atmosphere has been enhanced, circulation is up and the upstairs room is more convenient

(elevator, stroller parking and better seating) When the Director of T.O.P. Rec, Sharon Rugg was asked for her input she said, "I want to keep the program upstairs. I want to keep the program on Tuesdays" Sonora concluded by remarking she wanted to dispel the idea she was only here in Youngstown for a short time, she plans on being here for many, many years! She also cautioned the Board that once a decision has been made by the Board and the Director and then overturned by an individual or group that a precedent could be set. This action reduces the director's authority and future ability to make and enforce needed but unpopular changes. Heather questioned if there were adjustable table on the market that would accommodate small children and adults. We have small chairs in the room, but high tables. Sonora is looking into availability and costs. After some discussion the following motions were made:

1) "To continue to have children's programming in the community room and any exceptions would be with the approval of the Board of Trustees and the Library Director." by Paul Inskeep, second, Maggie Steyn. Motion carried.

2) After much discussion the motion was made "To change Tuesday Library hours to 9:30-8:30 and Thursday hours to 1:30-8:30, effective January 2, 2018 to accommodate T.O.P. story hour" by Paul Inskeep, second, Maggie Steyn. Motion carried.

A lengthy discussion was held on different type tables to accommodate children and adults who use the programming room. A motion to purchase was postponed, until a price was obtained. Sonora will meet with Sharon Rugg to tell her of the board's decision to use the programming room for T.O.P. story hour and the willingness to purchase adjustable tables.

**Space Study**-Rita has prepared a RFQ, Paul will help out on the committee and help with specs. if we decide to go forth with the project. Raleigh Reynolds has been advised by letter that we will be doing a space study and he has told us that he and others will be involved.

#### **New Business:**

**Budget**-Maggie passed out copies of the proposed 2018 budget, which again this year is a deficit budget of nearly \$42,000. The biggest increase next year is in salaries & ancillary benefit, nearly \$13,000. A large portion of this is the hiring of a 3<sup>rd</sup> clerk for 15 hrs./week, for 12 months to allow the Director the time she needs in terms of; outreach to the community, developing all the programs, increasing circulation, increasing the visibility in the community and giving us a much better chance at getting alternative funding passed when we go for a vote. The budget also includes a \$5,000 fee for professional audit and \$5,000 legal fee, both being necessary for our plans of alternative funding. Another item that was not in last year's budget is \$4,300 for a space study of the entire library. Can we make the existing facility more space efficient or should we be looking at a new facility? After all the questions were answered the following motion was made: "To accept the 2018 budget as presented" by Paul Inskeep, second, Karren Swayze. Motion carried. **2018 Budget attached.**

**Reserve Funds**-Rita and others on the board have been questioned in public and sometimes criticized why we have so much money in our reserve fund. Rita has asked the board to think about how this money should be best spent for the good of the library in the future.

**Art contest**-Sonora requested the board to judge the children's art work. The pictures will be spread out in the programming room on Dec.18 and we were asked to pick 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place in each of the 3 age groups.

**Next meeting: Monday January 22, 2018 Annual meeting @ 6:30pm, followed by Trustee meeting @ 7:00**

Motion to Adjourn: Paul Inskeep, second, Maggie Steyn. Motion carried, Meeting adjourn at 9:24pm

Respectively submitted: Paul Inskeep, Recording Secretary

Board of Trustees 2017, Youngstown Free Library

**Director's Report**

**December 2017**

***Building and Grounds***

After a donation of a newer model magnifier machine, the computer carrel was renovated to accommodate the depth of the machine, while still maintaining the classic look of the piece of furniture.

The Programming Room is seeing changes to its space, thanks to funding from the Friends of the Library. The folding child-proof barriers have been installed to protect the kitchenette and the air conditioner. The mural hanging hardware was designed and built this fall, and the mural is nearly completed.

The storage area has increased its shelving overhead with the additional of nearly 24 feet of sturdy shelving that was built and installed this fall.

***Collection & Space***

Within the collection, the following changes have been made:

- Book and movie displays were put up for classics, holiday cooking, and Christmas materials.
- Magazines from 2016 are being sorted and removed from the collection. The collection is gaining more titles in 2018.
- Significant weeding and shifting has been done to better allocate the collection on the shelves in the juvenile fiction and picture books.

Discarded books from the picture book collection are being moved to the Programming Room to provide a gift library for children.

***Community Partnerships & Outreach***

I regularly attend the monthly Town of Porter meetings and the Village Board meetings to represent the Library to local political leaders and share information about the Library. I also recently attended the Town of Porter Recreation Department meeting to learn more about their group and investigate future possible partnerships.

I regularly attend Board of Education meetings to learn more about events in the schools and meet with administrators and teachers. I am active on the committee for One District, One Book, a district-wide reading program which will be running from January to April 2018.

I will be doing two storytimes for preschoolers at the Children's House in December, with the hope that we can schedule regular storytimes for this location in 2018.

Board members Rita Rolfe, Maggie Steyn, and I regularly attend Youngstown Business and Professional Association meetings to represent the Library. I have also joined the Lions Club to better represent the Library in the community.

## Grants & Fundraising

I created a digital fundraiser through the Library Facebook page in order to capitalize on Giving Tuesday, the Tuesday after Thanksgiving that has been popularized as a day to support charities and non-profits. Our fundraiser raised \$800 from 23 donors. The funds will be received in the form of a check (minus expenses) 60-75 days after the fundraiser ends.

All donors who shared their name received a link to request an acknowledgements card or to dedicate their donation to someone. All acknowledgement cards and dedication cards have been mailed.



## Nioga/Member Library Partnerships & Continuing Education

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. Member libraries also benefit from Nioga's resource sharing (sharing use of button makers, children's storytime materials, and expensive inventory tech products).

<i>Workshop Name /Committee</i>	<i>Date held</i>	<i>Purpose</i>	<i>Staff Attending</i>
System-wide ALMS/Tech Services for Nioga Staff	October 11	Updating procedures for cataloging materials	M. Jones, S. Miller, M. Wessel

## Programming in the Library

The Library, coordinated by Marlene, is running a coloring contest for children in December. At the same time, the Library, coordinated by Marky, is running a candy guessing contest for all ages in December.

<i>Children's &amp; Family Programs</i>	<i>Dates held</i>	
Story Hour with Town of Porter: 9:30 AM	September 12	November 7
	September 19	November 14
	September 26	November 21
	October 3	November 28
	October 10	December 5
	October 17	December 12
	October 24	
	October 31	

# *Youngstown Free Library*

240 Lockport St. Youngstown, NY 14174  
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Story Hour with Town of Porter: 11 AM	September 12	November 7
	September 19	November 14
	September 26	November 21
	October 3	November 28
	October 10	December 5
	October 17	December 12
	October 24	
	October 31	
Builders Club	October 21	
	November 18	
	December 16	
LEGO Club	October 5	November 16
	October 12	November 30
	October 19	December 7
	October 26	December 14
	November 2	December 21
	November 9	December 28
Starry Night Storytime	November 16	
Family Crafternoon	December 27	

**Total: 45 Fall programs for children and families**

## *Adult Programs*

## *Dates held*

Book Club	September 13
	October 11
	November 8
	December 13
Afternoon Book Club	November 14
	December 12
Paint 'n' Sip	October 19
	November 30
Technology Gadget Gifts Workshop	November 4
Basic Computer Class	November 28
Legal and Financial Planning for Alzheimer's Disease	November 6
Author Talk & Book Signing	December 7

**Total: 12 Fall programs for adults**

## *Publicity Updates*

We are an active presence on the following social media sites:

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

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

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

## 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 (1/4) 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 numbers of hours are allotted until the end of calendar year."

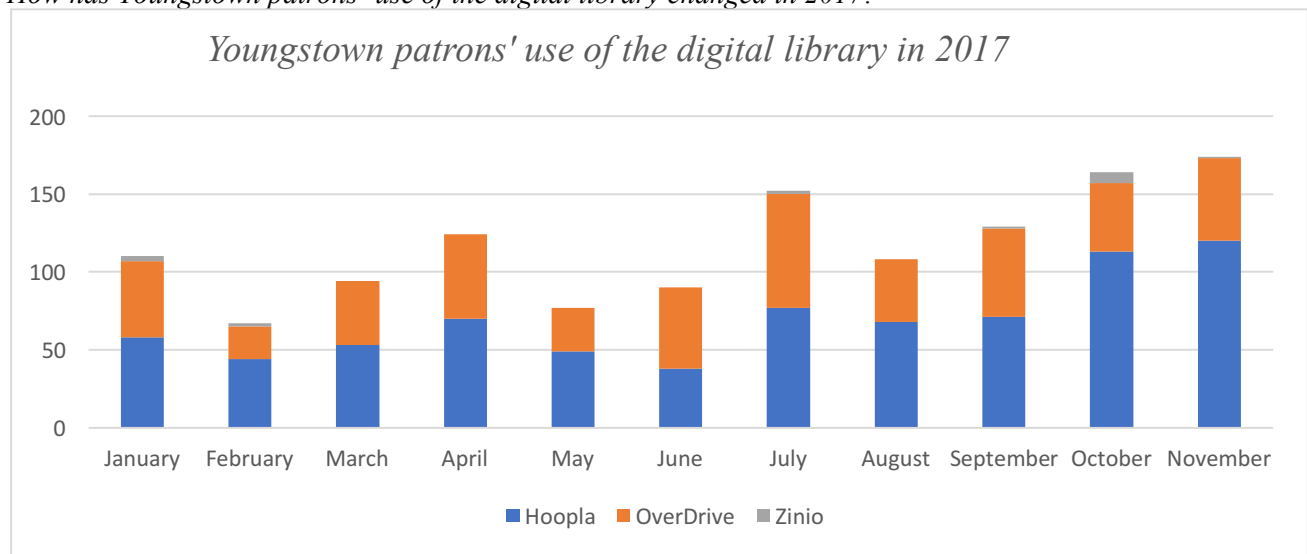
## Current Earned Leave

Staff member	sick hours	vacation hours	personal hours
Sonora Miller	24	24.5	5
Marcella Jones	18	22	2.25
Marlene Wessel	15.5	12	2.25
Amanda Hall	4.5	4.5	0

## Statistics Snapshot

**What has happened at the Library lately? a snapshot answering a question a month**

How has Youngstown patrons' use of the digital library changed in 2017?



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	<b><i>Jan.</i></b>	<b><i>Feb.</i></b>	<b><i>Mar.</i></b>	<b><i>Apr.</i></b>	<b><i>May</i></b>	<b><i>June</i></b>	<b><i>July</i></b>	<b><i>Aug.</i></b>	<b><i>Sept.</i></b>	<b><i>Oct.</i></b>	<b><i>Nov.</i></b>
<i>Hoopla</i>	58	44	53	70	49	38	77	68	71	113	120
<i>OverDrive</i>	49	21	41	54	28	52	73	40	57	44	53
<i>Zinio</i>	3	2	0	0	0	0	2	0	1	7	1

## ***Technology***

Technology is on track with all planned changes. The magnifier machine has been installed into its specialized carrel, and it's up and running.

We have the catalog computer swapped out according to the original plan. We have received a newer all-in-one computer, which may simplify the catalog computer setup, but I am still brainstorming with Nioga's IT to put it to its best use.

The inventory of the collection continues. We have just finished inventorying and shifting the juvenile fiction collection.

After the new year begins, the transition of the staff office workstation to the Front Desk will begin.

## ***Volunteers***

Our cadre of teen volunteers continues to grow. Middle schooler Robert has been providing assistance at LEGO Club's weekly building sessions since the late summer. High schooler Megan has been assisting us weekly with programming, running book searches, and other jobs as needed. Middle schooler Cimmy is our newest volunteer, and she has been getting comfortable with the library layout before she starts helping in the Magazine Room.

Thank you to Heather Yanofsky, who ran LEGO Club while I was away at the New York Library Association Annual Conference at the beginning of November. Also, thank you to Jan Mathews and Rita Rolfe, board members who volunteered their evenings these past two months.

Thank you to volunteer Philip Miller, who renovated the computer carrel to accommodate the new magnifier machine, installed the folding child-proof barriers in the Programming Room, designed and installed the mural hanging hardware, and built elevated shelving in the storage area.

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

*Respectfully submitted,*

*Sonora R. Miller*  
*Library Director*



**Director's Report**  
***What does 2018 look like?***

**December 2017**

***Priorities:***

***Inventory***  
***Accounting switch and audit\****  
***Solidifying professional Front Desk staff services***  
***New website\****  
***Programming/awareness outreach\****  
***Vote outreach\****

***\*preparation for public vote on funding***

***Inventory:***

*Finish children's materials.*  
*Inventory all adult materials.*  
*Inventory all a/v materials.*  
*Correct all mislabeled items and errors.*  
*Find/account for all missing materials or remove their catalog records.*

***Accounting switch & audit:***

*Move payroll.*  
*Move Quickbooks program and history.*  
*Accountant, director, and treasurer figure out issues/questions.*  
*RFQ on audit, choose auditor, and establish parameters.*  
*Audit 2017 books.*  
*Receive recommendations and public record of results.*

***Solidifying professional Front Desk staff services***

*Continuing education opportunities for staff members in person and via webinar.*  
*Hold regular staff meetings.*  
*Build procedure book for all circulation, cataloging, patron services, etc.*  
*Increase digital library and tech help skills*  
*First Aid/ AED Defibrillator/Opioid Overdose training*  
*Disaster/Active shooter training*  
*Possible notary public training for evening staff member*

***Website:***

*Build framework for new website.*  
*Incorporate all branding.*  
*Populate with all content.*  
*Set up all online donation software.*  
*Sync/update new library information on all public searchable databases*

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## ***Programming/awareness outreach:***

*Regular storytimes at area preschools and primary schools.*

*Regular book clubs and tech classes at Senior Center.*

*One District, One Book*

*Presentations at community groups and churches*

*Monthly "Library Open House" computer classes*

	Wednesday	January 3	2-5 pm	OverDrive
	Wednesday	January 3	5-8 pm	Hoopla
	Thursday	January 4	2-5 pm	Hoopla
	Thursday	January 4	5-8 pm	OverDrive
	Friday	February 2	10-1	Hoopla, OverDrive, & RBDigital
	Friday	March 16	10-1 pm	Email Start to Finish
	Saturday	April 7	10-1 pm	Hoopla, OverDrive, & RBDigital
	Saturday	May 5	10-1 pm	Hoopla, OverDrive, & RBDigital
Senior Center	Tuesday	May 22	1-2 pm	Basic Computer Class
	Saturday	June 2	10-1 pm	Hoopla, OverDrive, & RBDigital
	Saturday	September 8	10-1 pm	Hoopla, OverDrive, & RBDigital
	Saturday	October 13	10-1 pm	Hoopla, OverDrive, & RBDigital
Senior Center	Tuesday	October 23	1-2 pm	Basic Computer Class
	Saturday	November 3	10-1 pm	Hoopla, OverDrive, & RBDigital
	Saturday	December 1	10-1 pm	Hoopla, OverDrive, & RBDigital

## ***Vote outreach:***

*Connect with Ransomville on community message about the vote.*

*Develop message to speak to all Town of Porter residents.*

*Annual report postcard sent to every house*

*Hold monthly voter information forums on the proposal.*

*Go to ALL local communities to speak about the proposal.*

*Page on website about proposal.*

*Incorporate Friends for direct outreach/funding.*

**Youngstown Free  
Library  
2017**

		Activity 09/01/2017 -	Totals Year	Remaining in	%age of
	BUDGET 2017	10/31/2017	to Date	Budget	Budget

**REVENUE**

TOWN OF PORTER	\$78,646.00		\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$6,000.00	\$5,711.00	\$6,711.00	-\$711.00	112%
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	
LOC. LIBRARY SERVICE AID	\$200.00	\$140.60	\$1,421.00	-\$1,221.00	711%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$1,300.00	\$388.40	\$1,864.93	-\$564.93	143%
INTEREST	\$3,500.00	\$189.83	\$2,528.67	\$971.33	72%
GIFTS	\$1,000.00	\$960.93	\$1,946.16	-\$946.16	195%
ANNUAL DRIVE	\$13,000.00	\$6,595.00	\$7,655.00	\$5,345.00	59%
MISCELLANEOUS	\$100.00	\$1.50	\$2.00	\$98.00	2%
GRANT FUNDS	\$0.00		\$1,630.00	-\$1,630.00	
<b>TOTAL REVENUE</b>	<b>\$117,746.00</b>	<b>\$27,987.26</b>	<b>\$116,404.76</b>	<b>\$1,341.24</b>	<b>99%</b>

**Youngstown Free  
Library  
2017**

		Activity 09/01/2017 - 10/31/2017	Totals Year to Date	Remaining in Budget	%age of Budget
<b>BUDGET 2017</b>					

**EXPENDITURE**

**PERSONNEL**

SALARIES (GROSS)	\$63,000.00	\$9,791.44	\$53,073.84	\$9,926.16	84%
SUMMER PROG COORD'R	\$1,500.00		\$0.00	\$1,500.00	
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$772.59	\$4,083.68	\$1,016.32	80%
ANCILLARY BENEFIT	\$2,000.00	\$307.68	\$727.28	\$1,272.72	36%
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00		\$50.00	\$250.00	17%
NEW YORK STATE DISABILITY	\$350.00		\$262.38	\$87.62	75%
WORKER'S COMPENSATION	\$700.00		\$748.00	-\$48.00	107%
<b>TOTAL PERSONNEL</b>	<b>\$72,950.00</b>	<b>\$10,871.71</b>	<b>\$58,945.18</b>	<b>\$14,004.82</b>	<b>81%</b>

**LIBRARY MATERIALS**

AV MATERIALS	\$3,500.00	\$1,176.15	\$4,613.14	-\$1,113.14	132%
BOOKS	\$22,500.00	\$618.51	\$6,503.07	\$15,996.93	29%
COMPUTER SOFTWARE	\$200.00		\$87.00	\$113.00	44%
PURCHASES FROM GRANT FUNDS	\$0.00				
SUBSCRIPTIONS	\$3,295.00	-\$990.68	\$772.08	\$2,522.92	23%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$29,495.00</b>	<b>\$803.98</b>	<b>\$12,340.16</b>	<b>\$17,154.84</b>	<b>42%</b>

**OPERATING EXPENDITURE**

ALMS FEE	\$8,200.00	\$709.67	\$6,760.90	\$1,439.10	82%
HOUSEKEEPING	\$300.00	\$19.08	\$228.02	\$71.98	76%
INSURANCE	\$3,300.00	\$2,226.18	\$2,530.19	\$769.81	77%
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$355.60	\$1,958.26	-\$208.26	112%
MAINT. - REPAIRS	\$750.00	\$3,020.00	\$3,020.00	-\$2,270.00	
POSTAGE	\$600.00	\$150.00	\$449.14	\$150.86	75%
PROMOTIONAL	\$200.00	\$694.09	\$1,754.72	-\$1,554.72	877%
RENT	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	
SUPPLIES/ BOOK PROC.	\$2,700.00	\$177.63	\$1,765.19	\$934.81	65%
TELEPHONE	\$1,600.00	\$262.61	\$1,298.64	\$301.36	81%
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$31,400.00</b>	<b>\$19,614.86</b>	<b>\$31,765.06</b>	<b>-\$365.06</b>	<b>101%</b>

**CAPITAL EXPENDITURE**

EQUIPMENT (Bullet Aid)	\$1,100.00	-\$5,000.00	-\$2,288.04	\$3,388.04	-208%
MAJOR IMPROVEMENTS	\$600.00		\$0.00	\$600.00	0%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,700.00</b>	<b>-\$5,000.00</b>	<b>-\$2,288.04</b>	<b>\$3,988.04</b>	<b>-135%</b>

**Youngstown Free  
Library  
2017**

**BUDGET 2017**      **Activity  
09/01/2017 -  
10/31/2017**      **Totals Year  
to Date**      **Remaining in  
Budget**      **%age of  
Budget**

**MISCELLANEOUS**

ACCOUNTING	\$800.00	\$130.00	\$580.00	\$220.00	73%
AUDIT	\$0.00		\$0.00	\$0.00	
BANK FEES & CHARGES	\$0.00	\$69.99	\$210.99	-\$210.99	
BOOK KEEPING	\$520.00		\$520.00	\$0.00	100%
CPA-990	\$750.00		\$400.00	\$350.00	53%
INVESTMENT & ADVISORY FEES	\$150.00		\$0.00	\$150.00	0%
PAYROLL SERVICE	\$800.00	\$104.00	\$501.38	\$298.62	63%
PAYROLL TAX PROCESSING (CTS)	\$600.00	\$63.70	\$344.47	\$255.53	57%
UNFORESEEN	\$300.00	\$58.52	\$396.08	-\$96.08	132%
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,920.00</b>	<b>\$426.21</b>	<b>\$2,952.92</b>	<b>\$967.08</b>	<b>75%</b>

**LONG TERM PLANNING**

COMMUNITY OUTREACH	\$1,000.00		\$400.00	\$600.00	40%
LIBRARY PROGRAMMING	\$500.00	\$150.00	\$150.00	\$350.00	30%
LIBRARY SPACE	\$5,200.00	\$469.68	\$469.68	\$4,730.32	9%
MISCELLANEOUS	\$200.00		\$0.00	\$200.00	0%
TECHNOLOGY & EQUIPMENT	\$100.00		\$132.15	-\$32.15	132%
<b>TOTAL LONG TERM PLANNING</b>	<b>\$7,000.00</b>	<b>\$619.68</b>	<b>\$1,151.83</b>	<b>\$5,848.17</b>	<b>16%</b>

**FUNDS**

SCHOLARSHIP FUND	\$500.00		\$500.00	\$0.00	100%
<b>TOTAL FUNDS</b>	<b>\$500.00</b>		<b>\$500.00</b>	<b>\$0.00</b>	<b>100%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$146,965.00</b>	<b>\$27,336.44</b>	<b>\$105,367.11</b>	<b>\$41,597.89</b>	<b>72%</b>

**GAIN/LOSS**      **-\$29,219.00**      **\$650.82**      **\$11,037.65**      **-\$40,256.65**  
\*\*\*      should be equal

**ASSETS SUMMARY**

Year Beginning at October 31st

<b>TOTAL ASSETS THIS PERIOD-END</b>	<b>\$261,712.18</b>	<b>\$271,456.57</b>
<b>Total Assets Last Period-End</b>		<b>\$267,354.68</b>
<b>Change in Value of Assets from Last Period</b>		<b>\$4,101.89</b>
Realized Gains/Losses on Investments		
Accounts Payable - Next Month Payments		\$3,343.86
Period Change in FMV		\$107.21
		<b>\$3,451.07</b>
<b>Change in Assets Value - Change in FMV</b>		<b>\$650.82</b>

\*\*\* should be equal

**YOUNGSTOWN FREE LIBRARY**  
**BALANCE SHEET**  
**As at: October 31st 2017**

ASSETS

Petty Cash	100.00
Key Bank      Checking	29,397.46
Morgan Stanley Bonds -169- Acct	216,184.31
Morgan Stanley Cash - 178- Acct	21,967.24
Merrill Lynch (Sc (Scholarship)	3,807.56

TOTAL ASSETS	271,456.57
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Fund Balances

Unrestricted

General	22,342.64
Marie Braun Memorial	267.80
MaryGrace Foote Memorial	1,067.89
Total Unrestricted Funds	23,678.33

Restricted

Automation	54,108.94
Operating Reserve	105,556.33
Special Projects	83,573.80
Scholarship                      Donated	3,807.56
Fitch Cady Fund                  Donated	731.60
Total Restricted Fund Balance	247,778.24

Total Fund Balances	271,456.57
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YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2018  
(Adopted at Board Meeting of December 6th, 2017)

<b>REVENUE</b>	<b>Budget for 2017</b>	<b>Rename/create new Line Item/Account for 2018</b>	<b>Proposed Budget for 2018</b>	<b>Notes for 2018 Budget</b>
TOWN OF PORTER	\$78,646.00		\$78,646.00	TOP has adopted budget of Zero increase over 2017
NIAGARA COUNTY	\$6,000.00		\$5,711.00	This is what we recd in 2017
VILLAGE OF YOUNGSTOWN	\$14,000.00		\$6,000.00	Adjust income to reflect Village's commitment for 2018
SERVICE AID	\$200.00		\$1,420.00	
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	Hopefully Senator Ortt will award us \$5,000 again, but it is discretionary
FINES/ COPIER/ FAX	\$1,300.00		\$2,000.00	+\$700
INTEREST	\$3,500.00		\$2,400.00	Estimate: 1% of \$240,000
GIFTS	\$1,000.00		\$1,000.00	
ANNUAL DRIVE	\$13,000.00		\$14,000.00	
MISCELLANEOUS	\$100.00		\$100.00	
GRANT FUNDS	\$0.00		\$0.00	Reduction in proposed Income mainly due to presentation of Village Funding
<b>TOTAL REVENUE</b>	<b>\$117,746.00</b>		<b>\$111,277.00</b>	<b>-\$6,469.00</b>
<b>EXPENDITURE</b>	<b>Budget for 2017</b>		<b>Proposed Budget for 2018</b>	<b>Notes for 2018 Budget</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$63,000		\$73,610	Salary & wages for staff reflect > 3% increase; this will bring us to 2.22 FTE vs 1.84 FTE in 2017
SUMMER PROG COORDINATOR	\$1,500.00			currently performed by Lib Dir
ANCILLARY BENEFIT	\$2,000		\$4,000	Health Benefit - provide Lib Dir with maybe 50% of her actual health insurance costs
SOCIAL SECURITY & MEDICARE	\$5,100.00		\$5,630	Needs to be 7.65 * \$73,610
DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	CONTINUING EDUCATION & NETWORKING	\$500.00	
NEW YORK STATE DISABILITY	\$350.00		\$350.00	
WORKER'S COMPENSATION	\$700.00		\$750.00	
<b>TOTAL</b>	<b>\$72,950.00</b>		<b>\$84,840.00</b>	<b>+\$11,890.00</b>

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2018  
(Adopted at Board Meeting of December 6th, 2017)

<b>LIBRARY</b>				
AV MATERIALS	\$3,500.00		\$6,500.00	= +\$3,000
BOOKS	\$22,500.00		\$16,000.00	= -\$6,500
COMPUTER	\$200.00		\$200.00	
		PURCHASES FROM GRANT FUNDS		New account
SUBSCRIPTIONS	\$3,295.00	SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	=+\$705
		***BOOK PROCESSING & SUPPLIES	\$1,500.00	***Split out from Operating Expenses of \$2700; Operating Expense account chgd to "Office Supplies" - combined +\$300
<b>TOTAL LIBRARY</b>	<b>\$29,495.00</b>		<b>\$28,200.00</b>	<b>-\$1,295.00</b>
<b>OPERATING EXPENDITURE</b>				
ALMS FEE	\$8,200.00		\$8,328.00	Per Tom Bindeman for 2018
		***OFFICE SUPPLIES	\$1,500.00	***Split out from Operating Expenses of \$2700; Operating Expense account chgd to "Office Supplies" - combined +\$300
HOUSEKEEPING	\$300.00		\$300.00	
INSURANCE	\$3,300.00		\$2,800.00	
MAINT. - OFFICE	\$1,750.00	COPIER LEASING & USAGE	\$2,200.00	Rename
MAINT. - REPAIRS	\$750.00		\$1,500.00	= +\$750
POSTAGE	\$600.00		\$550.00	= -\$50
PROMOTIONAL	\$200.00	PROGRAMMING	\$700.00	= +\$500
		PUBLICITY	\$1,000.00	New account
RENT	\$12,000.00		\$0.00	See Income Account from Village
SUPPLIES/ BOOK PROC.	\$2,700.00		\$0.00	***Split out from Operating Expenses of \$2700; Operating Expense account chgd to "Office Supplies" - combined +\$300
TELEPHONE *	\$1,600.00	INTERNET/PHONE	\$1,600.00	Rename
<b>TOTAL</b>	<b>\$31,400.00</b>		<b>\$20,478.00</b>	<b>-\$10,922.00</b>
<b>CAPITAL</b>				
EQUIPMENT	\$1,100.00	TECHNOLOGY	\$1,200.00	
MAJOR IMPROVEMENTS	\$600.00	OTHER	\$4,300.00	Space study etc
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,700.00</b>		<b>\$5,500.00</b>	<b>+\$3,800.00</b>
<b>MISCELLANEOUS</b>	Budget for 2017		Proposed Budget for 2018	



YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2018  
(Adopted at Board Meeting of December 6th, 2017)

		ACCOUNTING SERVICES. **	\$3,450	** Hopefully will be able to bundle ALL Financial Services incl Payroll & Tax Prep
ACCOUNTING	\$800.00	**	\$800.00	
AUDIT	\$0.00	PROFESSIONAL SERVICES (AUDIT)	\$5,000.00	Plan for Alternative Funding Initiative
Bookkeeping	\$520.00		\$0.00	
CPA-990	\$750.00	**	\$750.00	
ADVISORY FEES	\$150.00		\$150.00	
Payroll	\$800.00	**	\$800.00	
Payroll Taxes	\$600.00	**	\$600.00	
		PROFESSIONAL SERVICES (LEGAL)	\$5,000.00	Plan for Alternative Funding Initiative
Unforeseen	\$300.00	MISCELLANEOUS - OTHER	\$0.00	= - \$300
<b>TOTAL</b>	<b>\$3,920.00</b>		<b>\$13,600.00</b>	<b>+\$9,680.00</b>
<b>TOTAL OPERATING</b>	<b>\$139,465.00</b>		<b>\$152,618.00</b>	<b>+\$13,153.00</b>
<b>LONG TERM</b>				<b>Remove</b>
Community	\$1,000.00		\$0.00	
Library	\$500.00		\$0.00	
Library Space	\$5,200.00		\$0.00	
Miscellaneous	\$200.00		\$0.00	
Technology &	\$100.00		\$0.00	
<b>TOTAL LONG</b>	<b>\$7,000.00</b>		<b>\$0.00</b>	<b>-\$7,000.00</b>
<b>FUNDS</b>				
SCHOLARSHIP	\$500.00		\$500.00	
<b>TOTAL FUNDS</b>	<b>\$500.00</b>		<b>\$500.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$146,965.00</b>		<b>\$153,118.00</b>	<b>\$6,153.00</b>
<b>Net Gain (Loss)</b>	<b>-\$29,219.00</b>		<b>-\$41,841.00</b>	<b>-\$12,622.00</b>
				Net Increase of Expenditures against 2017 budget
-		<b>OTHER</b>		
		<i>Mileage Allowance for 2018 will be based on IRS 2018 optional standard mileage rates guidelines - 54.5 cents per mile</i>		
		<i>Traditional Christmas Checks for Staff (Director, Clerks &amp; Page of \$40 each (same as 2017)</i>		