

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

## Special Board Meeting

### Zoom Format

Date: December 21, 2020 Time: 7:00 pm

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

**Absent:** Kevin Cassick, Barb Costello, Mary Wieland

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

**Comments from the public:** None

**Minutes:** No minutes were available

### President's Remarks:

- The President stated that a lot has been going between the library, village covid-19 and the emergency situation in the library. We lose by not being able to meet and discuss face to face. The Library is continuing with curbside pickup. Some modifications are necessary as the weather gets cold. These conditions are not good for the person who is outside with the pickups.

### Director's Report:

- The Director made a report for December. The following are highlights:
  - The staff continues to answer emails and phone calls
  - Thanked the Friends of the Youngstown Library for their ongoing support to the Library this year amounting to \$8,000 for various programs.
  - There was a successful online fund raiser on Giving Tuesday which raised \$660. A member held an online fund raiser for her birthday which brought in \$200.
  - The Reading to Children by Parents and Grandparents has been put on hold. Hopefully it will start up again when the coronavirus levels decline.
  - Sonora would like to purchase a membership to an online computer program Network for Good to centralize our fundraising capabilities. It would allow us to keep 500 names in a database at the \$1200 price level for the year. It would also make possible thankyou letters, tax management, and reminder letters. A Zoom meeting with the representative will be set up for Monday, December 28, 2020 beginning at 6pm. Sonora will send out the Zoom information. A special Board meeting will begin at 7pm to discuss.
  - Sonora also mentioned having the services of a lawyer on call to review documents and give us legal opinions. We have discussed this before; but no action had been taken. The lawyer in question has experience in working with libraries and is familiar with their needs. She would like us to approach Stephanie Cole Adams. Her fee is \$300 for the initial consultation and a rate of \$150/hr after.
- Maggie Steyn made a motion which was seconded by Sean Scarisbrick to hire Stephanie Cole Adams for 2021.
- The motion passed.

- A motion was made by Maggie Steyn and seconded by Lauren Morse to offer Megan Sherman, a probationary period of 6 months, at the rate of \$13.00/hour, working toward the library clerk title. She will continue with the regular page duties as she handles the curbside pickups. At the end of the probationary period her pay would increase to \$13.50.
- The motion passed.
  - It will be necessary to hire a library page in 6 months at the rate of \$12.50/hour to work 10.6 hours per week.

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

- The monthly report as of November 30, 2020 is in the DropBox.
- Treasurer's Report was filed.

### **Correspondence:**

- None available

### **Old Business:**

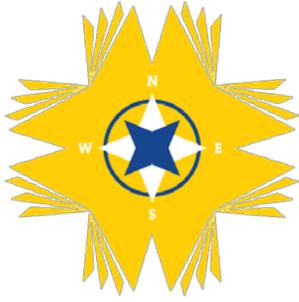
- The Friends newsletter went out. Most of the articles were about us treading water during this year. Thanks to Colleen Summerville for a great job.
- The Adventures in Renovations by Paul Inskeep
  - In the process of a walk through with 2 contractors considering the work on the renovations to the main library rooms, an issue was raised concerning some water pipes with open insulation. This information was related to John Stevens, the Village Building Inspector, who immediately closed the library and sent everyone home. The Building Inspector contacted a company that deals with asbestos remediation. 6 areas were found to have open insulation around the water pipes leading to the radiators in 6 of the library rooms. These were the only rooms that were found to have the open insulation after the entire building was inspected. Tents were erected and the insulation was removed. After a week, the air quality was again checked and found to be acceptable. John Stevens will call Paul Inskeep who will email Sonora when the library will be able to reopen, hopefully by December 29, 2020.
  - Back to the walk through—we need an architect to do a structural review of the wall in the Children's Room where the boat is to be located. Back to the walk through—we need an architect to do a structural review of the wall in the Children's Room where the boat is to be located. There is a question about the codes, weight, fire issues with the construction of the boat and liability. While this is in the future, these issues must be considered now, since the cost must be included in the grant.
  - Thank you, Paul for going above and beyond dealing with this issue.

### **New Business:**

- Congratulations to Markey Jones on her retirement. She has served the Library well and we wish her well in her retirement.
- We need to start thinking and organizing for a Capital Campaign. If interested, please let Sean know.
- Jerome Andres will not be seeking another term. His seat will be open.
- Other Board members who current terms are up, need to let Sean know if they wish to run again. Hopefully by the end of December 2020. Sean will send a letter asking for their decision.

- A motion was made by Karran Swayze and seconded by Maggie Steyn that we pay the staff for the time that the Library was closed due to the asbestos issue and they were unable to work.
- The motion passed.
  
- A motion was made by Sean Scarisbrick and seconded by Maggie Steyn to adjourn the meeting.
- The motion passed.
  
- The meeting was adjourned by Sean Scarisbrick at 8:14 pm.
  
- UPCOMING EVENTS:
  
- The Network for Good Zoom presentation will be Monday, December 28, 6pm
- A Board meeting will begin at 7pm to consider the online computer program.
- The Annual Meeting of the Library Association will be Monday, January 25, 2021 beginning at 6:30pm. Board members will be elected. Zoom information will be forwarded by the Director, Sonora Miller.
- The next meeting of the Youngstown Free Library Board of Trustees will be Monday, January 25, 2021 at 7pm. The Director, Sonora Miller will send out an email and post it to the Library's Facebook page with the information.

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



## Youngstown Free Library

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

### Director's Report

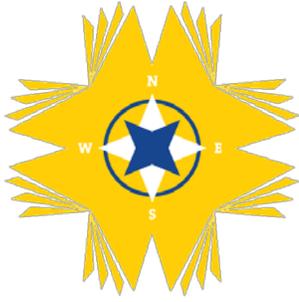
December 2020

#### WHAT SERVICES ARE OFFERED BY THE LIBRARY? as of December 10th

- Phone and email service
  - Available Mondays, Wednesdays, and Thursdays 1:30 – 8:30; Tuesdays 9:30-8:30
- Library checkouts
  - Curbside pick-up available Mondays – Thursdays 4-6 PM
    - 1,174 total pick-ups using the curbside service
  - Home delivery available for those quarantining or homebound
    - Available by contacting the Library at 745-3555
  - 10,357 items checked out from March to end of November
- Visit by appointment
  - [www.picktime.com/youngstownfreelibrary](http://www.picktime.com/youngstownfreelibrary)
  - 93 visits by appointment since August 13th
- Free Wi-Fi in the parking lot 24/7
  - Wi-Fi extender purchased in mid-March to strengthen signal through the building's walls to reach the entire parking lot
  - No password required
- Library programs online and in person
  - Afternoon Book Club
    - December meeting held via Zoom
  - Evening Book Club
    - December meeting held via Zoom
  - Monthly Meditation Group
    - has met online since May
  - Movie Club
    - December meeting held at the Lewiston Senior Center
  - Town of Porter Story Hour
    - Fourteen weeks of digital storytimes and craft kits distributed at curbside
  - Friends of the Library Meetings
    - has met online since the pandemic started
  - Library Board of Trustees Meetings
    - has met online since the pandemic started

#### FUNDRAISING AND GRANTS

The Youngstown Free Library would like to extend thanks to the Friends of the Youngstown Free Library. Their generosity this year reached far and wide, and this was a year that the Library needed extra help to bridge funding gaps and provide collections and



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services to its patrons. The **Friends of the Library** have given \$8,000 directly to the Library in 2020:

<b>Candy Land program</b>	-large STEM program for families combining Candy Land and science experiments -held in the before-times	500.00
<b>Pandemic expenses</b>	-cleaners, sanitizing wipes, acrylic shields for Front Desk, air purifier	2,000.00
<b>Old Fort Niagara annual family pass</b>	-maintain subscription to allow families to learn and interact with their community -cultural education available for those at all income levels -maintains partnership with area cultural institution	165.00
<b>Magazine subscriptions</b>	-support our active readership for periodicals -maintain subscriptions to magazines which are currently in the collection	2,204.65
<b>Newspaper subscriptions</b>	-support our active readership for newspapers -maintain subscriptions to newspapers which are currently in the collection	1,868.81
<b>Children's book materials</b>	-support book budget for children's and teen book materials -provide materials to inspire children and teens to read and find pleasure in reading!	1,261.54 (25% of the 4,982.56 spent so far for 2020 fiscal year)

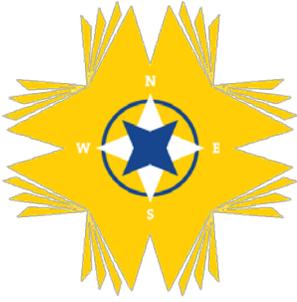
In 2019, an independent **Calendar Committee** created a contest for Youngstown scenes taken by local photographers. The winning twelve photographs were developed into a 2020 calendar, and the calendars were sold throughout the Village of Youngstown and Town of Porter. Proceeds were donated to the Library but graciously held by the Friends of the Library in the interim. Last month I confirmed with the Calendar Committee that these proceeds will be applied to the children's book materials purchased during 2020. These funds totaled \$1,690. Thank you for this generous support, especially as it benefits our youngest readers!

This fall, the Library held an online fundraiser for **Giving Tuesday**, raising \$660 from seventeen donors. These donations will count into the Annual Fund Drive, and its donors thanked as such.

In addition, patron **Nadine Tidwell** decided to celebrate her birthday by raising funds for the Youngstown Free Library. Her online fundraiser raised \$200; thank you so much, Nadine!

## PROGRAMS

Starting December 7<sup>th</sup>, I unveiled a new offering for patrons separated from family members. **Recorded Readaloud** was an innovative program to offer appointments during which patrons will be recorded reading a chapter or a children's book aloud. This video would be shared with them, and they could share it with family members whom they cannot see for the holidays.



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Sadly, this program had to be set aside with the building closure. Still, I encourage everyone to watch the sample video on YouTube: <https://www.youtube.com/watch?v=Cp-qO9z23cw>

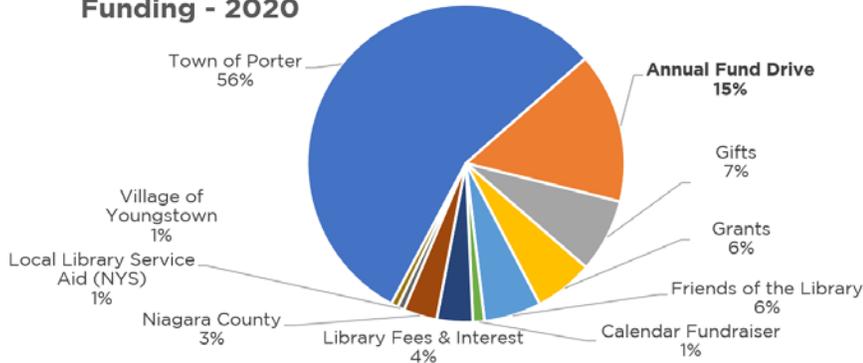
## PUBLICITY UPDATES

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

Facebook: 972 followers: <https://www.facebook.com/youngstownfreelibrary/>  
 Twitter: 54 followers: <https://twitter.com/ytownlibrary>  
 Instagram: 431 followers: <https://www.instagram.com/youngstownfreelibrary>

## PURCHASE PROPOSAL

**Youngstown Free Library  
Funding - 2020**



In looking at the 2021 budget, it seems clear that fundraising is going to be increasing in its importance to the Library's fiscal well-being. To overcome the \$15,000 that we are losing from the Town of Porter in 2021, the Annual Fund Drive will have to increase from 15% to 26% of our budget to make up the financial difference. In addition, the Board is looking at capital fundraising possibilities for the future.

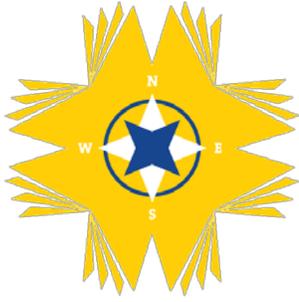
To that end, I have been researching programs that would allow the Library to be more effective in its fundraising, especially online, where our reach expands much further than the annual letter sent out to the community.

I am proposing that Network for Good is an excellent option that will serve our need for centralized fundraising software in 2021.

What is offered in the software?

Does this add giving options or save work?

one-time or monthly online giving on website	adds giving options
memorial giving on website	adds giving options and saves work
event ticket purchasing options for future fundraisers	adds giving options



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pledge fundraising options for future fundraisers	adds giving options
configurable fundraising pages and different "buckets" for each fundraiser	adds giving options and saves work
peer-to-peer fundraising pages	adds giving options
text to pledge/text to give options	adds giving options
unlimited emails and email engagement plans	adds giving options and saves work
custom forms and surveys for donors	saves work
donor database with custom fields	saves work
automatized database of donors (up to 500 donors at this level)	saves work
free data migration of existing lists	saves work
automatized mailing labels for donors	saves work
automatized thank yous and tax receipts	saves work
task management and reminders	saves work from being on one person

The front-end and back-end software that matches our need normally costs \$2,400. Network for Good guarantees that non-profits will increase their donations the first year they have the software, and most non-profits see their donations increase by 35% the first year. However, when I expressed my shock at this cost to the vendor, they offered us a discount of \$1,200 if we approve this cost before the end of the year.

How do we pay for this?

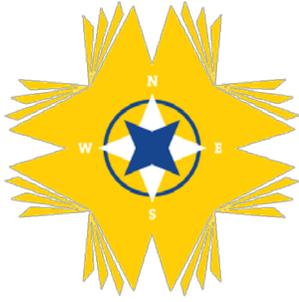
When devoted volunteer Bob Schemel passed away this spring, his friends and loved ones donated \$1,050 to the Youngstown Free Library in his memory. His widow stated that he would want this money to be spent in the way that would most help the Library.

I propose that the Library Board approve the use of these funds, plus an additional \$150 from our Publicity fund, to cover the cost of this database for 2021.

### **LAW SUPPORT PROPOSAL**

As the Library organizes its fundraising options, I think it's important to have a lawyer review and customize legacy giving documents so that the Library has its ducks in a row for our website (and any capital giving campaigns or foundation work in the future). It's also useful to have a lawyer on call who can assist the Library when legal emergencies arise. This line is already built into our annual budget; we just need to pull the cord.

I propose that the Library Board contact Stephanie Cole Adams for an initial consultation. Cole specializes in legal work for libraries and non-profits, and she is located in Buffalo. She is the lawyer for the Nioga Library System, as well as the lawyer for Barker Public Library, Lee-Whedon Memorial Library (Medina), and many more libraries in the system. Her initial fees are discounted for libraries in Nioga, according to Tom Bindeman.



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### STAFF

At the close of 2020, the Youngstown Free Library will be saying a sad good-bye to one of its own. Marky Jones, who has worked on and off at the Library since 1988, will be retiring as library clerk.

No doubt you have heard Marky's cheerful voice on the phone as she called you about your books, or enjoyed her sharp wit as she told a great joke at the Front Desk. She organized the popular candy guessing game every Christmas season. Behind the scenes, she has cataloged and processed thousands, perhaps hundreds of thousands, of books and magazines for the Library.

Marky says, "I have worked beside some of the best coworkers and nicest people that are associated with this Library of all my working years in other places." She always intended to retire in 2020, and we have been blessed to have her steady, kind, and knowledgeable presence extended into this summer and fall while we navigated this difficult time at the Library.



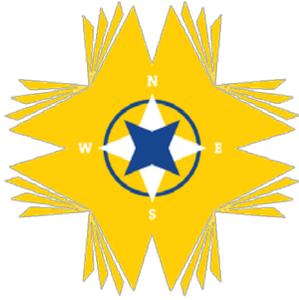
If you would like to show your appreciation to Marky, please feel free to drop a letter or a card in the book drop before Christmas. While we will not be able to hold a traditional retirement party for Marky because of the virus, I hope that we can all show her how much her empathy and charm have enhanced our lives every time we saw her at the Library.

Thankfully, you may still be lucky enough to spot Marky out and about. She will be staying local for now, and she says, "I will certainly miss all the people here, but I hope to see everyone around the village often!"

Going into 2021, I am seeking the Board's approval to expand Megan Sherman's role. She is currently employed as a Library Page, and since June, she has become the face of the Library for everyone who uses our curbside pick-up service. She and I are looking to maintain her existing role, but to add hours and pay rate for Library Clerk to help fill the gap left by Marky's retirement.

### TECHNOLOGY

On December 10<sup>th</sup>, the Library suffered a loss of Internet and phone service. Spectrum was alerted, and they stated that much of the downtown Youngstown had also lost service in the same outage. By 4 PM, phone and Internet service had been restored and patron accounts were updated after having been tallied offline that day.



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Due to the building's current closure, phone lines have been forwarded to the Director's personal phone. Library hours are being maintained via phone and email, and all library programs are continuing as planned. Since closure on December 14th, Meditation Group, Afternoon Book Club, and the December Friends meeting have met online.

### **WHAT HAPPENS NEXT?**

At this point, we are waiting for updates from the Village. Once their building repairs are complete, I am hopeful that staff will be able to re-enter the building. At that point, I will be re-instating our deliveries from other Nioga libraries, restarting curbside pick-up hours, and rescheduling library appointments as the outward-facing library services.

Respectfully submitted,

Sonora R. Miller  
Library Director

## November Month End 2020 Financial Notes

1. Removed Gifts from Friends which were designated for Space Renovation Design  
FROM Operating Budget Income  
TO Space Renovation Income
  - a. July 2020 \$4,000 against Stephan Design Invoices: #1139 & #1141
  - b. Oct 2020 \$1,640 against Stephan Design Invoice: #1144

This reduces Operating Income by a total of \$5,640 from that reported in October 2020 Financials.

2. Friends wrote a check to the Library in November for \$1690.70, which was the profit from last year's Calendar project.
3. Sonora asked the Friends for \$5,500 toward magazine subscriptions, which they gave us in November.
4. The Staff Bonuses of \$100 per staff-member were paid on November
5. **Net Income** (Loss) at *end of November* is **\$16,346**. We have 3 more Payable runs to account for in December before Year-End – maybe ~ \$16,500. But also will have some Revenue from the Fund Drive. So on target to break even or even be in the black for 2020.
6. Added an Income and Expenditure Statement for Space Renovation Project after the Operating P&L Statement.
7. Will need to have a Budget for Capital Campaign as it develops in 2021.

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

<b>YOUNGSTOWN FREE LIBRARY 2020</b>	<b>Budget for 2020</b>	<b>Actuals 10/01/2020 - 10/31/2020</b>	<b>Actuals 11/01/2020 - 11/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b>REVENUE</b>						<b>Nov = 91.67%</b>
TOWN OF PORTER	<b>\$80,219.00</b>	\$0.00		\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	<b>\$5,577.00</b>	\$4,917.00		\$4,917.00	\$660.00	88.17%
YOUNGSTOWN VILLAGE	<b>\$1,000.00</b>	\$1,000.00		\$1,000.00	\$0.00	100.00%
LOCAL LIBRARY AID	<b>\$1,420.00</b>		\$1,008.00	\$1,008.00	\$412.00	70.99%
LEGISLATIVE INITIATIVE	<b>\$0.00</b>			\$0.00	\$0.00	
FRIENDS	<b>\$8,000.00</b>		\$5,500.00	\$8,239.10	-\$239.10	102.99%
FINES/ COPIER/ FAX	<b>\$2,400.00</b>			\$932.24	\$1,467.76	38.84%
INTEREST	<b>\$3,600.00</b>	\$987.13	\$9.10	\$4,333.87	-\$733.87	120.39%
GIFTS	<b>\$4,000.00</b>	\$387.00	\$354.69	\$11,088.90	-\$7,088.90	277.22%
ANNUAL DRIVE	<b>\$16,000.00</b>	\$17,271.00	\$1,045.00	\$22,053.30	-\$6,053.30	137.83%
MISCELLANEOUS	<b>\$300.00</b>		\$126.00	\$209.23	\$90.77	69.74%
GRANT FUNDS	<b>\$500.00</b>	-\$4,917.00	\$1,690.70	\$10,265.70	-\$9,765.70	2053.14%
<b>TOTAL REVENUE</b>	<b>\$123,016.00</b>	<b>\$19,645.13</b>	<b>\$9,733.49</b>	<b>\$144,266.34</b>	<b>-\$21,250.34</b>	<b>117.27%</b>

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

<b><u>EXPENDITURE</u></b>	Budget for 2020	Actuals 10/01/2020 - 10/31/2020	Actuals 11/01/2020 - 11/30/2020	Totals Year to Date	Remaining in Budget	% of Budget Used
<b>PERSONNEL</b>						Nov = 91.67%
SALARIES (GROSS) - Active	<b>\$82,600.00</b>	\$5,955.15	\$6,063.53	\$66,257.95	\$9,725.55	80.22%
SALARIES (GROSS) - COVID-19				\$6,616.50		
HEALTH BENEFIT	<b>\$4,000.00</b>	\$307.70	\$307.70	\$3,538.55	\$461.45	88.46%
SOCIAL SECURITY & MEDICARE	<b>\$6,625.00</b>	\$479.10	\$487.40	\$5,845.60	\$779.40	88.24%
CONTINUING EDUCATION & NETWORKING	<b>\$500.00</b>			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	<b>\$500.00</b>			\$510.70	-\$10.70	102.14%
SALARIES (CHRISTMAS BONUS)	<b>\$200.00</b>		\$500.00	\$500.00	-\$300.00	250.00%
<b>TOTAL PERSONNEL</b>	<b>\$94,925.00</b>	<b>\$6,741.95</b>	<b>\$7,358.63</b>	<b>\$83,269.30</b>	<b>\$11,655.70</b>	<b>87.72%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>						Nov = 91.67%
AUDIO VISUAL MATERIALS	<b>\$5,570.00</b>	\$115.18	\$68.21	\$2,085.05	\$3,484.95	37.43%
BOOKS	<b>\$8,500.00</b>	\$701.78	\$677.41	\$8,928.14	-\$428.14	105.04%
COMPUTER SOFTWARE	<b>\$200.00</b>			\$196.46	\$3.54	98.23%
SUBSCRIPTIONS & BOOK PROCESSING &	<b>\$4,000.00</b>	\$72.00	\$109.97	\$4,304.71	-\$304.71	107.62%
PROGRAMMING PUBLICITY & PROMOTION	<b>\$1,680.00</b>	\$35.45	\$42.25	\$1,015.38	\$664.62	60.44%
COPIER LEASE & USAGE	<b>\$1,800.00</b>			\$2,992.37	-\$1,192.37	166.24%
POSTAGE	<b>\$600.00</b>		\$10.92	\$60.92	\$539.08	10.15%
INTERNET/PHON	<b>\$1,200.00</b>		\$64.05	\$164.36	\$1,035.64	13.70%
POSTAGE	<b>\$280.00</b>	\$129.00	\$9.50	\$470.95	-\$190.95	168.20%
INTERNET/PHON	<b>\$560.00</b>		\$134.04	\$1,388.10	-\$828.10	247.88%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$24,390.00</b>	<b>\$1,053.41</b>	<b>\$1,116.35</b>	<b>\$21,606.44</b>	<b>\$2,783.56</b>	<b>88.59%</b>

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

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2020</b>	<b>Actuals 10/01/2020 - 10/31/2020</b>	<b>Actuals 11/01/2020 - 11/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
ALMS FEE	\$9,060.00	\$755.00	\$755.00	\$8,305.00	\$755.00	91.67%
OFFICE SUPPLIES	\$1,600.00	\$5.59	\$16.99	\$1,017.66	\$582.34	63.60%
HOUSEKEEPING	\$400.00			\$46.50	\$353.50	11.63%
INSURANCE	\$7,000.00			\$3,266.90	\$3,733.10	46.67%
RENT	\$1.00			\$1.00	\$0.00	100.00%
(SPACE)	\$1,500.00			\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200.00	\$256.22	\$64.06	\$1,359.08	-\$159.08	113.26%
POSTAGE	\$280.00		\$9.50	\$14.15	\$265.85	5.05%
INTERNET/PHONE	\$560.00	\$0.00	\$134.04	-\$405.96	\$965.96	-72.49%
<b>TOTAL OPERATING</b>	<b>\$21,601.00</b>	<b>\$1,016.81</b>	<b>\$979.59</b>	<b>\$15,016.11</b>	<b>\$6,584.89</b>	<b>69.52%</b>
<b>COVID-19 Expenses</b>						
LIBRARY MATERIALS & PROCESSING	\$0.00	\$621.58	\$248.43	\$919.21		
OFFICE SUPPLIES	\$0.00		\$647.93	\$2,740.72		
CALL FORWARD	\$0.00			\$4.24		
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$0.00</b>	<b>\$621.58</b>	<b>\$896.36</b>	<b>\$3,664.17</b>		
<b>CAPITAL EXPENDITURE</b>						
TECHNOLOGY	\$1,250.00			\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0.00	\$0.00		\$0.00	\$0.00	
<b>CAPITAL EXPENDITURES</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 November 30th, 2020**

<b>MISCELLANEOUS</b>	<b>Budget for 2020</b>	<b>Actuals 10/01/2020 - 10/31/2020</b>	<b>Actuals 11/01/2020 - 11/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,632.00</b>	<b>\$220.00</b>	<b>\$220.00</b>	\$2,610.00	\$1,022.00	71.86%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	<b>\$2,580.00</b>	\$200.00	\$200.00	\$2,255.00	\$325.00	87.40%
INCL FED & STATE TAX PAYMENTS	<b>\$260.00</b>			\$214.00	\$46.00	82.31%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$300.00</b>	\$20.00	\$20.00	\$141.00	\$159.00	47.00%
4. 990 PREPARATION & DEPRECIATION	<b>\$400.00</b>			\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	<b>\$50.00</b>			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42.00</b>			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0.00</b>			\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT	<b>\$200.00</b>			\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL	<b>\$500.00</b>			\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	<b>\$10.00</b>			\$3.81	\$6.19	38.10%
MISC - OTHER			\$500.00	\$500.00	-\$500.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,342.00</b>	<b>\$220.00</b>	<b>\$720.00</b>	<b>\$3,113.81</b>	<b>\$1,228.19</b>	<b>71.71%</b>
<b>TOTAL OPERATING Net Income (Loss)</b>	<b>\$146,508.00</b>	<b>\$9,653.75</b>	<b>\$11,070.93</b>	<b>\$127,919.83</b>	<b>\$18,588.17</b>	<b>87.31%</b>
	<b>-\$23,492.00</b>	<b>\$9,991.38</b>	<b>-\$1,337.44</b>	<b>\$16,346.51</b>	<b>-\$39,838.51</b>	

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

<b>CAPITAL PROJECTS BUDGET for 2020</b>							
	<b>BUDGET</b>	<b>Actuals 10/01/2020 - 10/31/2020</b>	<b>Actuals 11/01/2020 - 11/30/2020</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd/Used</b>	
<b>REVENUE</b>							
FRIENDS' COVERING DESIGN STUDY COSTS	\$10,000.00	\$1,640.00		\$5,640.00	\$4,360.00	56.40%	
GRANTS - 90%	\$10,057.00				\$10,057.00	0.00%	
GRANTS - 10%	\$1,118.00				\$1,118.00	0.00%	
GIFTS - UNRESTRICTED	\$0.00						
GIFTS - RESTRICTED	\$0.00						
<b>TOTAL REVENUE</b>	\$21,175.00			\$5,640.00	\$15,535.00		
<b>EXPENDITURE</b>							
A/C INSTALL - FINAL PAYME	\$4,100.00		\$4,100.00	\$4,100.00	\$0.00	100.00%	
DESIGN STUDY	\$5,600.00	\$1,640.00		\$5,640.00	-\$40.00	100.71%	
MISCELLANEOUS				\$92.45			
<b>TOTAL EXPENDITURE</b>	\$9,700.00			\$9,832.45	-\$132.45	101.37%	
<b>NET REVENUE (COST)</b>	\$11,475.00			-\$4,192.45	\$15,667.45		

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: November 30th 2020**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$27,281.66
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$263,023.34
Morgan Stanley (Scholarship)	\$1,818.01

<b>TOTAL CURRENT ASSETS</b>	<b>\$292,223.01</b>
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**FUND BALANCES**

**Unrestricted**

General (Operating)	\$23,435.01
Long Term Plan	\$99,644.55
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
CARES Act Stimulus Grant (2020)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
<b>Total Unrestricted Funds</b>	<b>\$133,597.00</b>

**Restricted**

Operating Reserve	\$146,508.00
Scholarship (Ruby Carey)	\$1,818.01
Gifts - Staff Xmas Bonuses	\$300.00
Gifts/Grants (Children's Room)	\$10,000.00
<b>Total Restricted Fund Balance</b>	<b>\$158,626.01</b>

<----- *Reset to Operating  
Expenditure Budget for New Year*

<b>TOTAL FUND BALANCES</b>	<b>\$292,223.01</b>
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# LONG TERM PLANNING - SPACE RENOVATION BUDGET 2020

as at 12-21-2020

**TOTAL BUDGET**

<i>Unrestricted</i>		\$100,000.00
<i>Restricted</i>	<i>Children's Room</i>	\$15,000.00
<i>Friends - Design</i>		\$10,000.00

Add'l \$5,000 donated in Dec '20  
Incr. requested & granted by Friends 12-16-20

<b>Total Budget</b>	<b>\$125,000.00</b>
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**PROJECT**

	<b><i>Replace Air Conditioning</i></b>	<b><i>Inv #:</i></b>	<b><i>Date</i></b>	<b><i>Full Grant Awarded</i></b>	
(1)	Initial Bill (from Steve's A/C)	68995SF	08/29/19	\$10,800.00	
	Construction Aid Program Award Notice 0386-20-8481	90%	12/10/20	-\$10,057.00	Bal. of \$1,118 (10%) upon proof of completion
	Final Bill (from Steve's A/C) since full grant was awarded	76637	11/16/20	\$4,100.00	Then Net Cost to Library will be
	<b><i>Total Cost to-date</i></b>			<b><i>\$4,843.00</i></b>	<b><i>\$3,725.00</i></b>

	<b><i>Remodel Library Space</i></b>	<b><i>Inv #:</i></b>	<b><i>Inv Date</i></b>	<b><i>Amount</i></b>	
(2)	<b><i>Who</i></b>	<b><i>What</i></b>			
	Stephan Design Associates	Design Study - Part 1	#1139	05/15/20	\$3,000.00
	Stephan Design Associates	Design Study - Part 2	#1141	07/02/20	\$1,000.00
	Friends	Design Re-imburement Design Study - 75%			-\$4,000.00
	Stephan Design Associates	complete + scope change	#1144	08/24/20	\$1,640.00
	Friends	Design Re-imburement			-\$1,640.00
	Paul Inskeep	Drawings copies etc.		08/11/20	\$38.17
	Paul Inskeep	Drawings copies etc. Design Study - 80%		08/23/20	\$54.28
	Stephan Design Associates	complete + bid-process	#1151	12/01/20	\$2,920.00
	Friends	Design Re-imburement			-\$2,920.00
		<b><i>Total Cost to-date</i></b>			<b><i>\$92.45</i></b>

Will be:

SPACE RENOVATION BALANCE REMAINING:	as at	12/21/20	<b>\$120,064.55</b>	<b>\$121,182.55</b>
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