

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date:** October 22, 2018      **Time:** 7:00 pm

**Present:** Rita Rolfe, Maggie Steyn, Claudia Andres, Mary Wieland, Karren Swayze, Heather Crumlish  
Jerome Andres, Barbara Costello, Kevin Cassick, Sonora Miller & Paul Inskeep

**Absent:** Diana Newton

**Guest:** Raleigh Reynolds, Mayor of Youngstown

**Call to order:** By Rita at 7:03 pm

**Public comments:** None

**Minutes:** The minutes of the July 23, 2018 Trustee meeting were read and approved. Motion to approve, Jerome Andres, second Heather Crumlish. Motion carried.

**Treasure's Report:** Maggie reviewed (2) sets of balance sheets 7/1 thru 8/31 and the latest 9/1 thru 9/30 both including revenues and expenditures. The income is on target & since the report, \$1,000 has been received from the Village of Youngstown. Expenditures are also in line with budget, however they are still budgeted to exceed income, but we have \$14,000 of budgeted items that will not be spent in 2018, making our deficit less than forecasted in January. **For more details on the Treasure's report which was accepted and filed, see report dated 10/22/2018**

**Director's Report:** Sonora gave us an update on buildings & grounds, timelining (May 3-Sept. 27) the requests to remove the sink, toilet and vanity that is no longer used to make more room for storage. The YFL also has submitted the contract to the village board for approval, however the Village lawyer feels that a 10-year agreement is excessive. The clerk's office will send us the revised contract for review. Sonora also reviewed the collection & space project, she continues her involvement with the community. Most recent was the involvement with the recently purchased Stevenson school where she received a large quantity of new books, toys and other supplies that can be used for giveaways at the book sale.

## **Highlights:**

- The George & Teresa Lukis Family Fund has awarded the Library a \$5,000 restricted grant to be used to renovate the Children's room.
- The Friends have agreed to fund the Space planning study for the entire library up to \$7,500.
- Programs in and outside the library continue to increase both children and adults.
- With the retirement of our Page this Fall Amanda Hall. we have in our midst a volunteer who has worked diligently for the past year. Megan Sherman, a Junior at Lew Port is quite qualified to fill this position. A motion was made **"To hire Megan Sherman for the position of Teen Page to replace Amanda Hall at the same hourly rate and number of hours per week,"** Motion to approve Heather Crumlish, second Paul Inskeep. Motion carried. Benefits at this point are in question as the personnel policies are being rewritten. Maggie and Rita both agreed that Amanda has done a wonderful job for the library and wish her success in the future. A party in her honor will be held at the Library on Nov. 17 at 1:00 pm.

**For more detailed information see Director's report dated October 2018**

**Correspondence:** Heather will be resigning the position of Corresponding Secretary on January 1<sup>st</sup>. Jan Matthews will do the thank you notes, etc., for the board after the 1<sup>st</sup>. 25 thank you notes have been sent out since our last meeting in July.

## Friends of the Library:

- Annual dinner will be held at Officer's club OFN either Dec. 3 or 10 all Board members are invited.
- Used book sale will be Nov. 1 for members, Nov 2-3 open to the public.
- Sonora has put together a request for funding (wish list) from the Friends. Some have been graciously funded already. The total list is nearly \$11,000. **For the complete list see request dated October 2018.**
- Rita attended the last Friends meeting to discuss the Fund drive, finances, raising monies, etc. They are a wonderful, hard working group and we should thank them as we see them out in the public. The library could not exist without them!

## Committee Reports:

- **By-Laws**-After a tremendous amount of work by Karren and her committee over the past year and a half, the revised By-laws have been completed. Thanks also goes to Heather for putting them together. A motion was made **"To accept the draft of the new By-laws for the Youngstown Free Library"**. Motion to approve Karren Swayze, second Heather Crumlish. Motion carried.
- **Financial Policy**-Maggie has done an outstanding job on the policy, covering every aspect of the Libraries fiduciary matter and ensures that all actions are both accountable and transparent. A motion was made **"To accept the Youngstown Free Library financial policy as of October 22, 2018"** Motion to approve Maggie Steyn, second Karren Swayze. Motion carried.
- **Whistleblower & Record Retention and Destruction Policies**-A motion was made **"To accept the Youngstown Free Libraries Whistleblower & Retention and Destruction policies"** Motion to approve Karren Swayze, second Maggie Steyn. Motion carried. Karren brought up the issue of "saving" the records on a disc, hard drive or other device not in the library. Sonora said it is saved on the "Cloud" at present, but nothing remote of the library. Heather & Sonora said it would be discussed and added to our disaster plan.
- **Progress on Draft for Budget 2018-19**-Maggie had nothing new to add to the tentative budget reviewed before. Sonora added that if the numbers worked out well this year, that is what next year is based on. Rita suggested a finance meeting to go over the numbers and present to the board at our November meeting.
- **Long term (5 year 2018-23) strategic plan**-Sonora used the vision committee's recommendations as a guide and has set the goal priorities as follows:
  - 1) **Sustainability**-Ensure that the Library is well positioned to provide for the needs of current and future generations of members of the community of the YFL
  - 2) **Responsiveness to the community**-Integrate community needs with Library offerings.
  - 3) **Transparency and communication**-Inform, listen to and communicate openly with Youngstown community on all matters.
  - 4) **Partnerships and collaboration**-Strengthen the position of the Library within the Youngstown community with ongoing partnerships and collaboration with government, organizations, schools, businesses and individuals

**Sonora concluded by asking the Board for feedback. Items that need to be added, deleted, change, better wording.... she needs the boards input!**

## Old Business

**Follow up on Village Communication**-Raleigh will recommend to the Village board that the request for the removal of the unused sink, toilet and vanity be removed, for more storage space for the Library. The contract between the Village and the Library is very close to being approved. Their lawyer had some minor changes. Maggie asked if there was a concern with the 10-year period. Sonora once again reiterated that it was imperative that we receive 10 years in order to apply for a construction grant funding with the State. Raleigh admitted that was one of the items the attorney was concerned with was the length of contract time. In terms of space in general he wants to have a walk thru with the board, but it must be done during a work session, hopefully at the next work session. He wants to get the other members on the board to start thinking "out of the

box” not just how the various groups are situated at present. We decided to hold off on any formal plans with a contractor until Raleigh had a chance to assess the board. At that point a motion was made “To have the Library board work collaboratively with the Village board to study the entire building space.” Motion to approve Claudia Andres, second Kevin Cassick. Motion carried. Raleigh concluded that he saw no reason why the 2 boards couldn’t work together to work on the building space utilization. Rita brought up the earlier idea of attending each other’s board meetings, whereas a different member would attend each other’s meetings. Raleigh said he didn’t think it would be a problem and will bring it up at the next Village board meeting. Rita will send him a schedule of our 2019 Trustees meetings. Heather will send out a schedule for the Trustees to sign up. The Village Board meetings are the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month with some exceptions. Paul will ask the Village clerk for a schedule.

**Little Library**-Paul reported that the “Little Library” has been located in the DPW garage. He has spoken to Tod Muller and it will be installed in the Spring, in the grass area adjacent to the Trolley stop.

### New Business:

- **Nominations**-Heather said currently all applications for new Trustees are stored in the drop box and she has one individual confirmed for trustee. If you know of a referral please email to Heather and she will follow-up. Heather will also send present Trustees an email with their term and the ones which expire should confirm if they desire another 3-year term. This will tell us how many new Trustees we need for the board. Karren suggested possible a student for Trustee. Much to the joy of the board, Rita said she would continue as a Trustee. Paul also said he would continue for another term on the board.
- **Looking forward**-For 2019 Rita remarked that 2 of our major goals are **Sustainability & Community Outreach**. We will be forming committees for both next year, under sustainability we need to come up with new means of deriving funding. Rita cautioned that we can’t dump it all the Friends. Rita asked Sonora to think about how we can approach the community on these issues. After some discussion it was decided that one committee could be formed, **Sustainability & Library Awareness**. All agreed. The other important issue is **SPACE**. We will continue on this endeavor with the committee that was formed this year.
- **Logo**-Sonora displayed the new Logo that she and Molly Marietta have been working on. She said the color needs to be adjusted to be more gold and asked for any other changes. Suggestion to darken up or highlight the book “spines”. She will email out to the board for review. Karren thought it was “book heavy” and would like to see more of the digital age library in addition to books. She will mention this to Molly to see what she thinks. Molly is doing this at no cost as a donation to the Library.
- **Web Site**-Sonora reported the setup is done, however the holdup is the font and the logo for all the page headings. Another aspect is the community calendar. This will be worked on possibly thru a committee. Rita suggested meeting with a few community groups just to get the calendar started, then it should catch on.
- **Active Shooter Presentation**-Paul discussed the program that the Presbyterian Church was hosting Tues. November 13, at 7:00 pm. This will be put on by the NC Sheriffs dept. and is extremely valuable in the event you were caught in this situation. He hoped that the Village board and the Trustees board would all attend.
- **Fund Drive**-There was a lengthy discussion about thank you notes for all donations to the Library fund drive. It was decided that a letter with the donation amount would be acceptable to all who donated.

“Motion to adjourn” Paul Inskeep, second Kevin Cassick. Motion carried. Meeting adjourned 8:31 pm

**Next meeting:** Regular Board Monday November 26, 2018 at 7: pm

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

## **Director's Report**

**October 2018**

### ***Building and Grounds***

As we renovate the public areas and add new programs (with their required program materials), the Library continues to struggle for private, secure storage. We have space in the Library's storage room, but currently, the entire end of the room is filled with a stall, toilet, sink and vanity. If these items were removed, there would be sufficient space for our shelving units, files and children's program materials. The timeline is as follows:

**May 3:** I filed a work order to have the unused toilet, sink and vanity in the Library's storage area removed.

**May 10:** The Village trustees tabled the issue.

**May 24:** "Heather Crumlish from the Youngstown Free [L]ibrary asked on the status of removing the toilet and sink from the bathroom off the Community room. Mayor Reynolds asked Building Inspector Stevens to check the code and advise." (<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

**June 7:** "Trustee Comerford asked the Board if there has been a decision about taking the facilities out of the bathroom off of the Library Community Room. Mayor Reynolds advised the Board needs to meet with the Library regarding this. Mayor Reynolds stated he would set the meeting up."

(<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

**June 7:** "LIBRARY LEASE: Deputy Mayor Lockhart advised the Library lease will be due soon. The Board needs to review the lease and update it. The Village is in need of space for achieved [*sic*] records. Currently, the Library has public space for free. The Board needs to review all usage of the rooms in the Village Center." (<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

**September 27:** "Karran Swayze asked the Board if there had been a decision on removing the fixtures from the small bathroom off of the Community Room on the second floor. The Library is waiting on the decision and is in need of storage. Mayor Reynolds advised that the Board has discussed the issue, but has not made a final decision. The Board is leaning towards not removing the fixtures as it will not create much more space. Additionally, the room used to be a business that required the bathroom, and if a proposal was received for use of that room in the future, it may be needed and the Board does not want to take it out, and put it back in at a later date. Ms. Swayze asked if there was other space the Library could utilize in the building. Trustee Zastrow remarked there is no other additional space. Ms. Swayze remarked that the Library has significantly reduced their collections, but are still in need of extra space. Ms. Swayze feels the bathroom would give them some space, and she would like the Board to look for other spaces in the building for the Library to use. Deputy Mayor Lockhart remarked if there is additional space, it would be utilized by the Clerk's Office for record retention and needs as there is a space issue in this area as well. The use of space will be an on-going topic of discussion for the Board."

In addition, the Library is seeking to renew its contract for space with the Village. This contract was submitted to the Village several months ago.

**September 13:** "Attorney Caserta reported that the revised Library contract has been received for review. Attorney Caserta feels 10 years is an excessive amount of time and had some concerns over the required use of space. The Clerk's Office will send the revised contract to the Board for their review and approval."

### ***Collection & Space***

The inventory project, except for the audiovisual collection, has been inventoried for the first time. We are currently running clean-up lists and matching shelf to catalog collection.

# ***Youngstown Free Library***

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

## ***Community Partnerships & Outreach***

In the community, the Library was contacted by the Town of Porter and SafeShot Munitions to assist in rehoming school supplies from the recently purchased Stevenson School. I met with Duffy Johnston and Steve Cliff at Stevenson School, and I gathered a large number of new books and other supplies that the Friends can use as giveaways during the Book Sale.

Outside the Library, I continue to run a monthly Book Club and a monthly Tech Help Class at the Senior Center. I have already started meeting with the Lewiston-Porter schools to plan this year's *One District, One Book* project.

## ***Finances, Grants & Fundraising***

The George and Teresa Lukis Family Fund has awarded the Library a \$5,000 restricted grant. This grant is to be used to renovate the physical space of the Children's Room. In order to utilize these funds in a forward-thinking, efficient manner, the Friends of the Library have agreed to fund the Space Planning Study for the entire Library space.

## ***Programming in and outside the Library***

In addition to our 25+ events regularly offered every month, the Library has been adding several new events to our roster this fall. We are finishing up a month-long series on *Beginning Meditation* for adults, taught by Stephanie Chesebro.

Adults can enjoy the monthly *Movie Club*, a book club for movie lovers! Watch the movie in advance, then meet with others to chat about the film! This month we'll be discussing the fully painted animated movie about Vincent van Gogh, *Loving Vincent*.

Next month, the Youngstown Free Library is hosting a program led by the Alzheimer's Association of WNY. Join us to learn about the impact of Alzheimer's, the difference between Alzheimer's and dementia, Alzheimer's disease stages and risk factors, current research and treatments, and local Alzheimer's Association resources.

Families can learn and appreciate veterans with our November 12 program, *Adventures Across Five Continents*. A talented bomb squad technician, Youngstown resident Keith Hartloff presents a fascinating overview of his 21 years of adventures with the Air Force. His career has taken him across five continents on diverse missions--high-level security, WWII archaeological digs in Papua New Guinea and roadside bomb diffusion in the Middle East.

Children can enjoy our upcoming Saturday program, *Noontime Ninjas*. Come in your Halloween costume and discover your inner ninja! In this fun program for families, Miss Emma will be testing your ninja skills with an obstacle course and craft!

## ***Publicity Updates***

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

*Lewiston-Porter Sentinel*

"Ask the Librarian" column posted mid-month

Facebook: 601 followers: <https://www.facebook.com/youngstownfreelibrary/>  
Twitter: 38 followers: <https://twitter.com/ytownlibrary>  
Instagram: 176 followers: <https://www.instagram.com/youngstownfreelibrary>

**Staff**

This fall, Amanda Hall notified me that she is turning in her resignation to follow a full-time job opportunity. Since giving her two-week notice, she worked a week’s worth of hours and she will be applying her sick and vacation time to the second week. I would like to invite interested Board members, Friends and patrons to a small Farewell Party for her on November 17 at 1 pm at the Youngstown Free Library.

I am seeking approval for the hiring of Megan Sherman for the Teen Page position.

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

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

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

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

**Hours Worked, Leave Earned and Not Yet Used as of 10/23/2018**

<b>Staff member</b>	<b>total hours worked in 2018</b>	<b>sick hours</b>	<b>vacation hours</b>	<b>personal hours</b>
S. Miller	1823	37.5	20.25	0
M. Jones	564.75	30	46	3
M. Wessel	711.5	18.5	32.25	3.75
C. Schemel	416	-	-	-
A. Hall	298.75	3.5	11	0

**Volunteers**

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

*Respectfully submitted,*

*Sonora R. Miller  
Library Director*

**YOUNGSTOWN  
FREE LIBRARY  
2018**

<b>BUDGET 2018</b>	<b>Activity 07/01/2018 - 08/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
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**REVENUE**

TOWN OF PORTER	<b>\$78,646.00</b>	\$0.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	<b>\$5,711.00</b>	\$5,440.00	\$5,440.00	\$271.00	95%
YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE	<b>\$6,000.00</b>	\$0.00	\$0.00	\$6,000.00	0%
AID	<b>\$1,420.00</b>	\$0.00	\$0.00	\$1,420.00	0%
LEGISLATIVE INITIATIVE	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	<b>\$2,000.00</b>	\$407.20	\$1,655.68	\$344.32	83%
INTEREST	<b>\$2,400.00</b>	\$0.00	\$1,554.49	\$845.51	65%
GIFTS	<b>\$1,000.00</b>	\$49.80	\$1,159.48	-\$159.48	116%
ANNUAL DRIVE	<b>\$14,000.00</b>	\$0.00	\$2,907.03	\$11,092.97	21%
MISCELLANEOUS	<b>\$100.00</b>	\$150.31	\$151.31	-\$51.31	151%
GRANT FUNDS	<b>\$0.00</b>	\$0.00	\$400.00	-\$400.00	
<b>TOTAL REVENUE</b>	<b>\$111,277.00</b>	<b>\$6,047.31</b>	<b>\$91,913.99</b>	<b>\$19,363.01</b>	<b>82.60%</b>

<b><u>EXPENDITURE</u></b>	<b>BUDGET 2018</b>	<b>Activity 07/01/2018 - 08/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>					
SALARIES (GROSS)	\$73,610	\$14,094.91	\$49,664.22	\$23,945.78	67%
SALARIES (CHRISTMAS BONUS)	\$0	\$0.00	\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$769.25	\$2,769.30	\$1,230.70	69%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$1,137.10	\$4,011.17	\$1,618.83	71%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$75.00	\$26.61	\$473.39	5%
NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S	\$350.00	\$161.08	\$355.35	-\$5.35	102%
COMPENSATION	\$750.00	\$0.00	\$226.00	\$524.00	30%
<b>TOTAL PERSONNEL</b>	<b>\$84,840.00</b>	<b>\$16,237.34</b>	<b>\$57,052.65</b>	<b>\$27,787.35</b>	<b>67%</b>
<b>LIBRARY MATERIALS</b>					
AUDIO VISUAL MATERIALS	\$6,500.00	\$744.21	\$2,744.08	\$3,755.92	42%
BOOKS	\$16,000.00	\$2,425.83	\$5,265.40	\$10,734.60	33%
COMPUTER SOFTWARE	\$200.00	\$60.00	\$159.00	\$41.00	80%
PURCHASES FROM GRANT/GIFT FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$0.00	\$1,603.43	\$2,396.57	40%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$317.91	\$1,041.15	\$458.85	69%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$28,200.00</b>	<b>\$3,547.95</b>	<b>\$10,813.06</b>	<b>\$17,386.94</b>	<b>38%</b>



<b>OPERATING EXPENDITURE</b>	<b>BUDGET 2018</b>	<b>Activity 07/01/2018 - 08/31/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	\$8,328.00	\$1,388.00	\$5,552.00	\$2,776.00	67%
OFFICE SUPPLIES	\$1,500.00	\$178.09	\$1,211.37	\$288.63	81%
HOUSEKEEPING	\$300.00	\$75.57	\$261.29	\$38.71	87%
INSURANCE	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0%
COPIER LEASE & USAGE	\$2,200.00	\$839.22	\$2,116.08	\$83.92	96%
MAINTENANCE (SPACE)	\$1,500.00	\$0.00	\$182.27	\$1,317.73	12%
POSTAGE	\$550.00	\$65.50	\$943.77	-\$393.77	172%
PROGRAMMING	\$700.00	-\$94.30	-\$171.63	\$871.63	-25%
PUBLICITY	\$1,000.00	\$14.98	\$439.93	\$560.07	44%
INTERNET/PHONE	\$1,600.00	\$262.51	\$1,056.07	\$543.93	66%
<b>TOTAL OPERATING</b>	<b>\$20,478.00</b>	<b>\$2,729.57</b>	<b>\$11,591.15</b>	<b>\$8,886.85</b>	<b>57%</b>
<b>CAPITAL EXPENDITURE</b>					
TECHNOLOGY	\$1,200.00	\$0.00	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	\$0.00	-\$118.38	\$4,418.38	-3%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$1,224.58</b>	<b>\$4,275.42</b>	<b>22%</b>

	BUDGET 2018	Activity 07/01/2018 - 08/31/2018	Totals Year to Date	Remaining in Budget	% of Budget
<b>MISCELLANEOUS</b>					
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$506.25	\$2,150.25	\$1,299.75	62%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$430.00	\$1,888.00	\$692.00	73%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$76.25	\$216.25	\$43.75	83%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$46.00	\$78.00	37%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$400.00	\$0.00	100%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION	\$46.00	\$0.00	\$0.00	\$46.00	0%
INVESTMENT & ADVISORY FEES	\$150.00	\$0.00	\$55.00	\$95.00	37%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>					
<b>MISCELLANEOUS</b>	\$13,600.00	\$506.25	\$2,605.25	\$10,994.75	19%
<b>TOTAL OPERATING EXPENDITURE</b>	\$152,618.00	\$23,021.11	\$83,286.69	\$69,331.31	55%
<b>FUNDS</b>					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$750.00	-\$250.00	150%
<b>TOTAL FUNDS</b>	\$500.00	\$0.00	\$750.00	-\$250.00	150%
<b>TOTAL EXPENDITURES</b>	\$153,118.00	\$23,021.11	\$84,036.69	\$69,081.31	55%
<b>Net Income (Loss)</b>	-\$41,841.00	-\$16,973.80	\$7,877.30	-\$77,573.66	

**YOUNGSTOWN FREE LIBRARY**  
**BALANCE SHEET**  
**As at: August 31st, 2018**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$18,187.03
Morgan Stanley - 178- Acct	\$250,331.01
Morgan Stanley (Scholarship)	\$3,192.09

**TOTAL ASSETS** **\$271,810.13**

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$16,000.04
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
<b>Total Unrestricted Funds</b>	<b>\$116,000.04</b>

**Restricted**

Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,192.09
Gifts (with restrictions for use)	\$0.00
<b>Total Restricted Fund Balance</b>	<b>\$155,810.09</b>

**TOTAL FUND BALANCES** **\$271,810.13**

**YOUNGSTOWN  
FREE LIBRARY  
2018**

<b>BUDGET 2018</b>	<b>Activity 09/01/2018 - 09/30/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
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**REVENUE**

TOWN OF PORTER	<b>\$78,646.00</b>	\$0.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	<b>\$5,711.00</b>	\$0.00	\$5,440.00	\$271.00	95%
YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE	<b>\$6,000.00</b>	\$0.00	\$0.00	\$6,000.00	0%
AID	<b>\$1,420.00</b>	\$0.00	\$0.00	\$1,420.00	0%
LEGISLATIVE INITIATIVE	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	<b>\$2,000.00</b>	\$286.10	\$1,941.78	\$58.22	97%
INTEREST	<b>\$2,400.00</b>	\$0.95	\$2,811.36	-\$411.36	117%
GIFTS	<b>\$1,000.00</b>	\$48.90	\$1,208.38	-\$208.38	121%
ANNUAL DRIVE	<b>\$14,000.00</b>	\$100.00	\$3,007.03	\$10,992.97	21%
MISCELLANEOUS	<b>\$100.00</b>	\$31.48	\$182.79	-\$82.79	183%
GRANT FUNDS	<b>\$0.00</b>	\$0.00	\$400.00	-\$400.00	
<b>TOTAL REVENUE</b>	<b>\$111,277.00</b>	<b>\$467.43</b>	<b>\$93,637.34</b>	<b>\$17,639.66</b>	<b>84.15%</b>

<b><u>EXPENDITURE</u></b>	<b>BUDGET 2018</b>	<b>Activity 09/01/2018 - 09/30/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>					
SALARIES (GROSS)	\$73,610	\$5,511.70	\$55,175.92	\$18,434.08	75%
SALARIES (CHRISTMAS BONUS)	\$0	\$0.00	\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$307.70	\$3,077.00	\$923.00	77%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$445.18	\$4,456.35	\$1,173.65	79%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$0.00	\$26.61	\$473.39	5%
NEW YORK STATE DISABILITY & SUTA/FUTA	\$350.00	\$97.04	\$409.52	-\$59.52	117%
WORKER'S COMPENSATION	\$750.00	\$0.00	\$226.00	\$524.00	30%
<b>TOTAL PERSONNEL</b>	<b>\$84,840.00</b>	<b>\$6,361.62</b>	<b>\$63,371.40</b>	<b>\$21,468.60</b>	<b>75%</b>
<b>LIBRARY MATERIALS</b>					
AUDIO VISUAL MATERIALS	\$6,500.00	\$436.74	\$3,180.82	\$3,319.18	49%
BOOKS	\$16,000.00	\$55.09	\$5,320.49	\$10,679.51	33%
COMPUTER SOFTWARE	\$200.00	\$0.00	\$159.00	\$41.00	80%
PURCHASES FROM GRANT/GIFT FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$0.00	\$1,603.43	\$2,396.57	40%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$159.62	\$1,200.77	\$299.23	80%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$28,200.00</b>	<b>\$651.45</b>	<b>\$11,464.51</b>	<b>\$16,735.49</b>	<b>41%</b>

<b>OPERATING EXPENDITURE</b>	<b>BUDGET 2018</b>	<b>Activity 09/01/2018 - 09/30/2018</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	\$8,328.00	\$694.00	\$6,246.00	\$2,082.00	75%
OFFICE SUPPLIES	\$1,500.00	\$395.70	\$1,607.07	-\$107.07	107%
HOUSEKEEPING	\$300.00	\$19.34	\$280.63	\$19.37	94%
INSURANCE	\$2,800.00	\$2,676.38	\$2,676.38	\$123.62	96%
COPIER LEASE & USAGE	\$2,200.00	\$135.46	\$2,251.54	-\$51.54	102%
MAINTENANCE (SPACE)	\$1,500.00	\$334.14	\$516.41	\$983.59	34%
POSTAGE	\$550.00	\$4.00	\$947.77	-\$397.77	172%
PROGRAMMING	\$700.00	\$89.70	-\$81.93	\$781.93	-12%
PUBLICITY	\$1,000.00	\$11.11	\$451.04	\$548.96	45%
INTERNET/PHONE	\$1,600.00	\$130.98	\$1,187.05	\$412.95	74%
<b>TOTAL OPERATING</b>	<b>\$20,478.00</b>	<b>\$4,490.81</b>	<b>\$16,081.96</b>	<b>\$4,396.04</b>	<b>79%</b>
<b>CAPITAL EXPENDITURE</b>					
TECHNOLOGY	\$1,200.00	\$0.00	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	\$0.00	-\$118.38	\$4,418.38	-3%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$1,224.58</b>	<b>\$4,275.42</b>	<b>22%</b>

	BUDGET 2018	Activity 09/01/2018 - 09/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
<b>MISCELLANEOUS</b>					
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$245.50	\$2,395.75	\$1,054.25	69%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$215.00	\$2,103.00	\$477.00	82%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$30.50	\$292.75	-\$32.75	113%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$0.00	\$124.00	0%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$400.00	\$0.00	100%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION	\$46.00	\$0.00	\$0.00	\$46.00	0%
INVESTMENT & ADVISORY FEES	\$150.00	\$0.00	\$55.00	\$95.00	37%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$13,600.00</b>	<b>\$245.50</b>	<b>\$2,850.75</b>	<b>\$10,749.25</b>	<b>21%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$152,618.00</b>	<b>\$11,749.38</b>	<b>\$94,993.20</b>	<b>\$57,624.80</b>	<b>62%</b>
<b>FUNDS</b>					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$750.00	-\$250.00	150%
<b>TOTAL FUNDS</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>-\$250.00</b>	<b>150%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$153,118.00</b>	<b>\$11,749.38</b>	<b>\$95,743.20</b>	<b>\$57,374.80</b>	<b>63%</b>
<b>Net Income (Loss)</b>	<b>-\$41,841.00</b>	<b>-\$11,281.95</b>	<b>-\$2,105.86</b>	<b>-\$77,573.66</b>	

**YOUNGSTOWN FREE LIBRARY**  
**BALANCE SHEET**  
**As at: September 30th, 2018**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$6,409.65
Morgan Stanley - 178- Acct	\$250,432.05
Morgan Stanley (Scholarship)	\$3,198.94

**TOTAL ASSETS** **\$260,140.64**

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$4,323.70
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
<b>Total Unrestricted Funds</b>	<b>\$104,323.70</b>

**Restricted**

Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,198.94
Gifts (with restrictions for use)	\$0.00
<b>Total Restricted Fund Balance</b>	<b>\$155,816.94</b>

**TOTAL FUND BALANCES** **\$260,140.64**



## Notes regarding Financial Reports as at September 30<sup>th</sup>, 2018

I have had discussions this month with our Accountant and with our Morgan Stanley management team.

It transpires that the Morgan Stanley monthly statement presentations had been being misinterpreted by our Accountant due to the 'convoluted' presentation of the account statements by Morgan Stanley.

Consequently, on our P&L Summary, the Interest being paid had been understated and the 'Change in Fair Market Value'\*\* month by month was overstated.

I asked our Accountant to correct these issues back to January 1<sup>st</sup> 2018. (Prior to this, I know that our previous accountant (Brown & Company) had made the correct interpretation of the statements.)

As a result, when reviewing the 2 Financial Reports - August month-end compared with September month-end - you will notice that the Income line "YTD Interest" at August month-end was \$1,554.49, the September 9/1-9/30 Interest activity was \$0.95, but the "YTD Interest" at September month-end was \$2,811.36. This clearly does not compute because of the adjusting entries made by our Accountant in the previous months January-August.

\*\* 'Change in Fair Market Value' represents the difference in the value of an asset – Treasury stock, bond, CD if we were to sell it today (the month-end date), versus its value if we were to keep it to maturity. But since we intend to keep every one of our assets until its appropriate maturity date, the change in fair market value merely has to be

calculated for balancing reasons. It has no intrinsic value the way we manage our assets.

I am happy to try and explain this further, should you have questions.

Maggie Steyn

10/22/2018