



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR MEETING

DATE: September 27, 2021      TIME: 7:00PM

**Present:** Sean Scarisbrick, Sonora Miller, Maggie Steyn, Paul Inskeep, Karran Swayze, Dave Smith, Barb Costello, Claudia Andres, MaryBeth Smith, Devon Tower, David Brooks, Mary Clinch

**Call to Order:** 7:02PM

**Comments from the public:** None

**Minutes:** The minutes of the July 26, 2021 meeting were presented by Devon for approval.

- A motion was made by Karran Swayze and seconded by Dave Smith to accept the minutes as presented. The minutes were accepted as presented.

**President's Remarks:** President Sean Scarisbrick welcomed everyone back. Sean talked about the library walking in the Labor Day Parade along with other Board Members and Friends of the Library President, Keith Hartloff. Information about the Library's initiative and how to donate to the YFL was distributed to people at the parade via a brochure. Sean also talked about the recent Electronics fundraiser, sharing that even though the event raised less money, it was still a success and thanked everyone time to helping with the event.

**Director's Report:** Director Sonora Miller presented her Director's Report.

Physical circulation continues to increase as people return to the Library and 12-20% of the Library's full circulation happens online through the Hoopla and Libby apps.

Beginning October 1, the Library will be returning to its full hours

Mondays, Wednesdays, Thursdays 1:30-8:30PM; Tuesdays 9:30am-8:30pm; Fridays and Saturdays 10:00am-2:00pm

Programs and Services include the following: Afternoon Book Club, Evening Book Club, One-on-One Tech Help and Discover & Explore Your Digital Library. More information can be found on the Library's website and Social Media page.

Sonora gave her thanks to Keith Hartloff and Nadine Tidwell for their support and help with organizing and planning the Summer Reading Program. Forty-five summer reading programs were very successful with the help of Keith and Nadine, as well as the financial support from the Friends of the Library and the grant that Keith Hartloff applied for from the Teresa Lukis Family Foundation.

An anonymous survey to share ideas and feedback regarding the Adult Programming can be accessed at <https://forms.gle.NWK1uv4iN98JZwqNA>.

The website's host was switching to Dreamhost in May.

Volunteers are being added back into the daily schedules and looking for those who are interested who can commit to regular shifts.

Sonora encouraged Board members to donate to the Annual Fund Drive which will help to maintain the Library's full operating hours.

## **FINANCIAL REPORTS**

Treasurer Maggie Steyn emailed the June Month-End Finance Report to Board members on 7/22/2021 to review. She noted that all expenses appear to be in line with budget halfway through the year – personnel expenses are tracking at 44% of budget, and total operating costs are at 40%.

The August Month-End Finance Report was emailed to Board members on 9/23/2021 to review. Maggie noted that we are 2/3 of the way through the Fiscal Year. She also noted that expenditures are in line with or below budget and revenues are also on budget.

The upcoming Fund Drive will be starting soon with hopes of running a successful campaign. Maggie urged other Board members to talk up the fundraiser within the community.

Maggie also noted that the final cost to the Library regarding the project to replace air conditioning with three new units plus ducting was \$3,725.

- A motion was made by Paul Inskeep and seconded by Mary Beth Smith to accept the Financial Reports as presented. Motion passed.

## **CORRESPONDENCE**

Corresponding Secretary Karran Swayze mailed three thank you letters this past month, thanking Todd Wheaton, President of Maven Corp., and Lauren Morse for their help and support in planning and executing the Electronics Recycling Event.

A thank you letter was mailed to Emma Hartloff, thanking her for her time and dedication as a Library Board Member as she recently submitted a letter of resignation from the Board.

Karran will add to the list thank you letters for Keith Hartloff and Nadine Tidwell for their time, energy, ideas and planning of the summer reading programs.

## **OLD BUSINESS**

## **RECYCLING EVENT**

The recycling event was held September 18, 2021 raising a total of \$1,230.92.

## **CONCLUSION OF DISCUSSION WITH MEMBER OF COMMUNITY WISHING TO SUPPORT THE LIBRARY**

Vice President Paul Inskeep followed up with the Board regarding the member wishing to support the library. Paul shared at this time there was no additional news to share. Paul mentioned that he mailed a thank you letter to the community member but at this time, has had no further correspondence. Paul will give the community member a phone call to check-in and report back to the Board with any updates.

## **NEW BUSINESS**

### **NEW COMMITTEE MEMBERS**

- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to vote in two new Board members: Mary Clinch and Dave Brooks. Motion passed.

### **RESIGNATION OF BOARD MEMBER**

- A motion was made by Sean Scarisbrick and seconded by Dave Smith to accept the resignation of Board member Emma Hartloff. Motion passed.

## **PERSONNEL POLICY**

The Personnel Committee will email the final draft of the Personnel Policy, which includes edits made by the Library's Attorney, Stephanie Adams. It was asked that members read the final draft and email the committee corrections or questions. It will be presented at the October Board meeting for final approval.

## **BUDGET THOUGHTS & GIVE US YOUR 2C WORTH CAMPAIGN**

Board member Dave Smith presented his thoughts regarding the Library's current budget. He shared that we are a small Library and we need to deal with the deficit that has been exacerbated by the COVID pandemic. Dave stressed the need to balance our budget, to stop taking from rainy day funds, and to focus on reducing expenditures for the year, noting that we can't move forward with a deficit.

"Your 2 Cents Worth" Campaign idea is to increase dedicated revenues for the YFL. Petitions for presentation to the Village and Town of Porter Boards would read: The YFL is operating with a yearly budgetary deficit. I am willing to have my Village/Town property taxes raised by 2 cents per \$1,000 of assessed value to KEEP the LIBRARY OPEN!"

Other ideas to help move this campaign forward is to meet with both the Village and Town of Porter Boards to present the concept of adding two cents to present budget contributions. Door to door petition campaign and petition signing events at local sites were also raised. It was discussed to get the FOTYFL involved in this campaign and to begin ASAP.

## **SUSTAINABILITY COMMITTEE and DONATION BROCHURE**

Sustainability Committee created a brochure that highlighted the library and information about where to donate – Maggie cleaned up the final draft and added picture of what is occurring out in the community and this was distributed at the Labor Day Parade.

The Sustainability Committee shared that they have looked at other properties and have met to discuss other possible ways to raise more funds, making note of Dave Smith's 2 Cents Campaign presentation.

## **SPACE COMMITTEE**

Space Committee members Paul Inskip and Claudia Andres shared that a "Lease to Own" is the goal. Details regarding the space for Saint Bernard Roman Catholic School at 422 Second Street was shared with the Board. It was shared that this space needs a lot of work, in addition to foundational support that will also be needed.

It was shared that no other progress on bank location has taken place, sharing that the owner of the bank location came to team last March and said he is interested in lease and shared the lease amount per month is \$2600. The Committee declined and shared that the goal is to own. The owner needed additional time to decide and no further contact has been made as of yet.

## **LETTERS TO YYC, ORGANIZATIONS, SELECTED MEMBERS OF COMMUNITY**

Letters were mailed out to Modern, WTS, Big corporations and received modest responses. A letter was created for Ruby Carey Scholarship Winners in the future, in hopes of those winners to donate. Twenty-five letters were mailed to members of the YYC to ask for donations in turn for us to donate to the sailing club.

## **A BIG EVENT**

Big event ideas were shared by Claudia Andres, encouraging the Board to have more of a presence in the community through an annual event. Ideas included a Gala, golf tournament, Jazz Quartet. Next year is the 50<sup>th</sup> year in the Red Brick and an idea was shared to host a big event around this date. Claudia asked Board members to email ideas to her to get things moving.

## **BANNED BOOK DISPLAY IN THE YFL**

Banned Books Week for 2021 took place September 26 through October 2. Library staff member Marlene put together a wonderful display of banned books and Karran Swayze wanted to recognize and share her thanks for putting together the display.

## **GRANT WRITING COURSE OFFERED THROUGH LEWISTON PORTER**

- A motion was made by Paul Inskip and seconded by Karran Swayze to ask the Library to pay the \$79 registration fee for Board members to take the grant writing workshop, offered three Thursdays in October from 6-9PM.

Paul and Maggie will attend the workshop. Sonora shared that once sign up and payment is submitted via the online registrar, Library Board members will need to send their receipt to Sonora for reimbursement.

### **COVID POLICY FOR STAFF AND VOLUNTEERS**

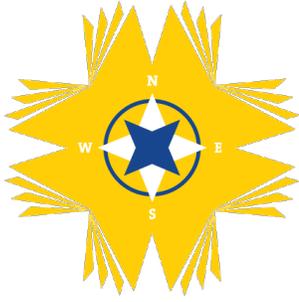
- A motion was made by Maggie Steyn to pass a vaccination rule for staff and volunteers that states, "All staff members & volunteers of the YFL need to be able to show proof of a first vaccination of an approved type for COVID-19 by October 31st 2021, and where appropriate, a second by November 30th 2021. Failure by any staff member or volunteer to be able to do so will result in that person being required to present proof of a negative result from an FDA-approved test on a weekly basis. The cost of that test and the time taken to obtain that test will not be paid for by the YFL." This was seconded by Dave Smith. Motion passed. Director Sonora Miller will share this vaccination motion with her staff and it will be added to the Personnel Policy.

Motion was made by Sean Scarisbrick to adjourn the meeting and seconded by Claudia Andres. The meeting was adjourned at 9:02pm. The next regular meeting of the YFL Board of Trustees will be Monday, October 25, 2021 in the meeting room at the Youngstown Free Library.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



# Youngstown Free Library

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

## Director's Report

September 2021

### CIRCULATION

As you can see, the Library's physical circulation continues to climb as people return to the Library building. However, it's important to keep in mind that the Library's services don't end at our front door. Between 12-20% of our full circulation happens online through our Hoopla and Libby apps, which are available to patrons 24/7 from their own devices.

	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
<b>physical checkouts</b>	1,203	1,414	1,962	1,894
<b>digital checkouts</b>	304	222	280	274
<b>TOTAL</b>	<b>1,507</b>	<b>1,636</b>	<b>2,242</b>	<b>2,168</b>

### CONTINUING EDUCATION

- Stories by Hand with Kathy MacMillan
- Census Data for Philanthropic and Non-Profit Organizations
- Re-Weaving the Culture through Inclusive Norms in the Public Library
- Navigating the New Normal

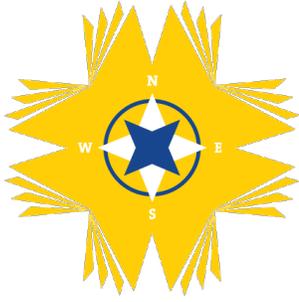
### HOURS

The Library will be returning to its full hours starting October 1<sup>st</sup>.

Mondays, Wednesdays, & Thursdays: 1:30-8:30  
Tuesdays: 9:30-8:30  
Fridays & Saturdays: 10-2

Please keep in mind that New York State requires that our Library be open twenty-five (25) hours per week in order to maintain our charter. When operating at our full hours, the Library is open for forty (40) hours per week, which is massively more than NYS requirements for our population. Unless the Library's funding increases this fall and 2022, this overage means that the first way to save money will be to cut open hours.

For those looking to maintain the Library's full hours, please give generously when you receive the Annual Fund Drive appeal in your mailbox in the next two weeks. Over 40% of our funding comes directly from private donations and grants, and we rely on it to keep the doors open.



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### PROGRAMS & SERVICES

**Afternoon Book Club** is held the third Tuesday of every month at the Lewiston Senior Center.

- October 19 at 1:30 PM: *Unsheltered* by Barbara Kingsolver
- November 16 at 1:30 PM: *The Other Wes Moore* by Wes Moore
- December 21 at 1:30 PM: TBA

**Evening Book Club** is held the second Wednesday of every month at the Youngstown Free Library.

- October 13 at 7 PM: *Leave the World Behind* by Rumaan Alam
- November 10 at 7 PM: *The Invisible Life of Addie LaRue* by V.E. Schwab
- December 8 at 7 PM: *Migrations* by Charlotte McConaghy

**One-on-One Tech Help** resumes in-person at the Youngstown Free Library or via Zoom.

- Starting in October
- Wednesday afternoons by appointment
- Call the Library to make an appointment OR use [www.picktime.com/youngstownfreelibrary](http://www.picktime.com/youngstownfreelibrary) to make your appointment.

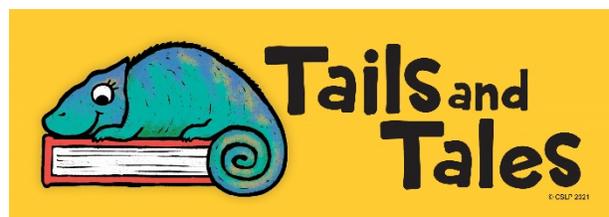
**Discover & Explore Your Digital Library** resumes in-person at the Youngstown Free Library or via Zoom.

- Starting in November
- First Saturday of the month at 10:30-11:30 AM
- No appointments needed.

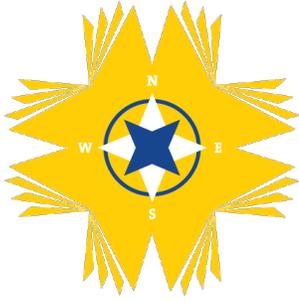
Check our website for our full calendar of children's programs.

### Summer Reading Programs

Summer reading this year was a celebration of sorts. Many of the kids who participated were a year older since we had last seen them in the Library prior to the pandemic (Everyone's grown so tall now!).



We celebrated this return to the Library building with forty-five summer reading programs. This year's theme was Tails and Tales, so we read and learned a lot about animals! We had a scavenger hunt of animal tales hidden in Youngstown storefronts. We had weekly take-and-



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make craft kits about animals. We even had visits from parrots and a friendly chicken so that kids could read to them!

All these programs were only possible because of the support from the Friends of the Library. The Friends' financial support allowed the Library to offer new programs, provide prizes for the Summer Reading Challenge, and decorate the Children's Room for the season! Thank you to every member of the Friends; this is what your membership and support provides for the kids in our community.

The summer programs were also possible only because of the help from two especially dedicated community volunteers: Keith Hartloff and Nadine Tidwell. Keith organized and offered outdoor problem-solving challenges for preteens, and his rope-and-pulley challenge materials were provided by a generous grant he applied for from the Teresa Lukis Family Foundation. Nadine Tidwell is a dynamo of activity and organization; she created the seven weeks of take-home craft kits. Nadine also set up the weekly StoryWalks in Falkner Park every Friday evening, and she organized the entire Animal Tail Scavenger Hunt around the Village of Youngstown. Thank you to Keith and Nadine!



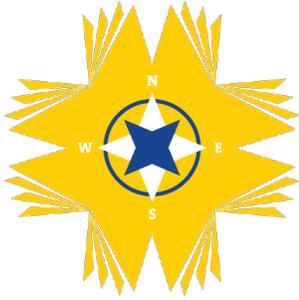
Mama the Light Brahma hen listens intently as Ryland reads aloud to her during a Words with Birds program.



Grace paints her shark piggy bank, part of the weekly Take & Make craft kits created by Nadine Tidwell and funded by the Friends of the Library.

### Summer Reading Challenge

In addition to programs, over forty kids joined the Youngstown Free Library's Summer Reading Challenge, in which the Library challenges them to read as much as they can with small prizes at each 100-minute increment. Every minute spent reading builds a child's skills and continues their learning, so we are proud of every child who chooses to read in the summer. I am astounded to announce that our Challenge readers recorded 52,509 minutes of reading this summer!

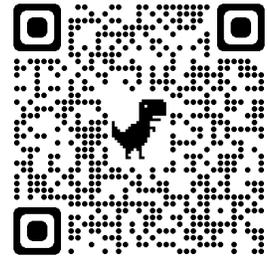


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### Survey for Adult Programming

With limited staff and resources, we can't offer everything, but we have the flexibility to shift our programs to meet the interests of the community. For instance, what about the Library's two book clubs works for you? What can be made better? What additional programs would you like to see? To help the Library reimagine its programs for adults. I'd like to invite everyone to fill out the survey for adult programming, available here: <https://forms.gle/NWK1uv4iN98JZwqNA>



### PUBLICITY UPDATES

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

**Facebook:** 1074 followers: <https://www.facebook.com/youngstownfreelibrary/>

**Twitter:** 52 followers: <https://twitter.com/ytownlibrary>

**Instagram:** 523 followers: <https://www.instagram.com/youngstownfreelibrary>

Three hundred five (305) posts have been made on Facebook so far in 2021. Three hundred twelve (312) posts have been made on Instagram since its inception. These posts on Facebook and Instagram advertise Library programs, share community news, showcase new books, distribute news about vaccine clinics, and share Library updates.

### TECHNOLOGY

In May, Justin and I switched our website's host from Nioga to Dreamhost. Dreamhost comes highly recommended and they offer hosting service free of charge to registered non-profits this year. This past month, I have installed security certificates on our website, and I am now updating its pages to comply with the certificates.

### VOLUNTEERS

The Library is slowly adding back its volunteers into the daily schedules. Volunteers are essential for so much of the behind-the-scenes work at the Library: vacuuming the Library, finding lost books, putting books back in order on the shelves, cleaning tables and shelves, washing down the book drop bin, and other cleaning tasks. We are still looking for folks who can commit to regular shifts, especially for the cleaning tasks. Thank you.

Respectfully submitted,

Sonora R. Miller  
Library Director



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### **YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES**

#### **Regular Board Meeting**

**Date: September 27,2021    Time: 7:00 pm**

#### **Corresponding Secretary Report**

The following thank you notes from the Board of Trustees were sent:

- For their help and support in planning and enabling the Electronics Recycling Event to happen:
  - Todd Wheaton, President of Maven Corp.; Lauren Morse

Respectfully submitted,

Karran Swayze

Corresponding Secretary

Youngstown Free Library Board of Trustees

## Notes for August 2021 Month End

- 1 We are two thirds the way through the Fiscal Year
- 2 **Revenues** are on budget and we are hopeful that the upcoming Fund Drive will be as successful as last year when we received >\$24,000 in donations
- 3 We also have some letter-writing & leaflet campaigns in place to inform our Community of our deficit budget and the need for a significant boost' in income just to keep our Library up and running, and to make the Year-End position less '**red**'.  
So we are hopeful that these campaigns *will* result in a few additional 'gifts'.
- 4 **Expenditures** are for the most part in line with or below budget, but of course our budgeted expenditures exceeded our budgeted revenues by nearly \$31,000

Respectfully submitted,  
Maggie Steyn  
September 23rd, 2021

## YOUNGSTOWN FREE LIBRARY

### Profit and Loss Statement

as at August 31st, 2021

YOUNGSTOWN FREE LIBRARY 2021	Budget for 2021	Actuals 07/01/2021 - 07/31/2021	Actuals 08/01/2021 - 08/31/2021	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<b>REVENUE</b>						Eight months is 67%
PORTER	\$65,000			\$65,219.00	-\$219.00	100.34%
COUNTY	\$3,786			\$0.00	\$3,786.00	0.00%
VILLAGE	\$1,000	\$1,000.00		\$1,000.00	\$0.00	100.00%
AID	\$776		\$1,260.00	\$1,260.00	-\$484.00	162.37%
INITIATIVE	\$0			\$0.00	\$0.00	
FRIENDS	\$10,000			\$1,600.00	\$8,400.00	16.00%
FAX	\$2,400	\$107.21	\$60.60	\$206.41	\$2,193.59	8.60%
INTEREST	\$2,000	\$6.81	\$894.24	\$2,272.48	-\$272.48	113.62%
GIFTS	\$4,000	\$77.95	\$260.40	\$4,876.72	-\$876.72	121.92%
ANNUAL DRIVE	\$16,000		\$475.00	\$3,710.00	\$12,290.00	23.19%
MISCELLANEOUS	\$100	\$13.89	\$12.96	\$34.26	\$65.74	34.26%
GRANT FUNDS	\$500	\$681.00		\$1,281.00	-\$781.00	256.20%
PPP GRANT INCOME	\$17,995			\$17,995.00		
<b>TOTAL REVENUE</b>	<b>\$123,557</b>	<b>\$1,886.86</b>	<b>\$2,963.20</b>	<b>\$99,454.87</b>	<b>\$24,102.13</b>	<b>80.49%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**as at August 31st, 2021**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2021</b>	<b>Actuals 07/01/2021 - 07/31/2021</b>	<b>Actuals 08/01/2021 - 08/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
<b>PERSONNEL</b>						Eight months is 67%
SALARIES (GROSS) - Active	<b>\$85,798</b>	\$9,508.52	\$6,296.42	\$53,908.92	\$31,889.08	62.83%
SALARIES (GROSS) - COVID-19				\$0.00		
HEALTH BENEFIT	<b>\$4,000</b>	\$461.55	\$307.70	\$2,615.45	\$1,384.55	65.39%
SOCIAL SECURITY & MEDICARE	<b>\$6,870</b>	\$762.71	\$505.22	\$4,491.03	\$2,378.97	65.37%
CONTINUING ED. , NETWORKING, MILEAGE	<b>\$500</b>			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	<b>\$510</b>			\$152.11	\$357.89	29.83%
SALARIES (CHRISTMAS BONUS)	<b>\$250</b>			-\$15.00	\$265.00	-6.00%
<b>TOTAL PERSONNEL</b>	<b>\$98,438</b>	<b>\$10,732.78</b>	<b>\$7,109.34</b>	<b>\$61,152.51</b>	<b>\$37,285.49</b>	<b>62.12%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>						
DIGITAL/AUDIO VISUAL MATERIALS	<b>\$10,881</b>	\$445.69	\$512.83	\$4,654.26	\$6,226.74	42.77%
BOOKS	<b>\$8,500</b>	\$1,219.93	\$1,197.57	\$4,951.77	\$3,548.23	58.26%
COMPUTER SOFTWARE	<b>\$300</b>			\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$4,100</b>	\$533.00	\$100.00	\$3,262.75	\$837.25	79.58%
BOOK PROCESSING & PROGRAMMING	<b>\$1,680</b>	\$156.60	\$110.73	\$577.25	\$1,102.75	34.36%
PUBLICITY & PROMOTION	<b>\$1,980</b>	\$657.20	\$155.58	\$1,369.46	\$610.54	69.16%
COPIER LEASE & USAGE	<b>\$400</b>			\$20.00	\$380.00	5.00%
POSTAGE	<b>\$1,230</b>	\$64.06	\$64.06	\$532.65	\$697.35	43.30%
INTERNET/PHON	<b>\$290</b>	\$12.00	\$12.00	\$73.95	\$216.05	25.50%
INTERNET/PHON	<b>\$560</b>	\$74.68	\$72.26	\$296.39	\$263.61	52.93%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,921</b>	<b>\$3,163.16</b>	<b>\$2,225.03</b>	<b>\$15,738.48</b>	<b>\$14,182.52</b>	<b>52.60%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**as at August 31st, 2021**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2021</b>	<b>Actuals 07/01/2021 - 07/31/2021</b>	<b>Actuals 08/01/2021 - 08/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
ALMS FEE	\$7,295	\$607.91	\$607.91	\$4,255.37	\$3,039.63	58.33%
OFFICE SUPPLIES	\$1,600	\$47.47	\$155.05	\$362.09	\$1,237.91	22.63%
HOUSEKEEPING	\$100	\$4.20	\$4.20	\$16.80	\$83.20	16.80%
INSURANCE	\$4,900	-\$59.20	\$4,090.08	\$3,754.43	\$1,145.57	76.62%
RENT	\$1	\$1.00		\$1.00	\$0.00	100.00%
(SPACE)	\$1,150			\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	\$1,230	\$64.05	\$64.05	\$532.69	\$697.31	43.31%
POSTAGE	\$290	\$12.00	\$12.00	\$66.00	\$224.00	22.76%
INTERNET/PHONE	\$560	\$74.68	\$72.25	\$296.35	\$263.65	52.92%
<b>TOTAL OPERATING</b>	<b>\$17,126</b>	<b>\$752.11</b>	<b>\$5,005.54</b>	<b>\$9,284.73</b>	<b>\$7,841.27</b>	<b>54.21%</b>
<b>COVID-19 Expenses</b>						
LIBRARY MATERIALS & PROCESSING	\$2,000			\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	\$1,000	\$6.99	\$82.96	\$778.32	\$221.68	77.83%
CALL FORWARD	\$500			\$0.00	\$500.00	0.00%
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$3,500.00</b>	<b>\$6.99</b>	<b>\$82.96</b>	<b>\$788.31</b>	<b>\$2,711.69</b>	<b>22.52%</b>
<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2021</b>					
TECHNOLOGY	\$1,000			\$99.00	\$901.00	9.90%
OTHER - SPACE etc	\$0			\$0.00	\$0.00	0.00%
<b>CAPITAL EXPENDITURES</b>	<b>\$1,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$99.00</b>	<b>\$901.00</b>	<b>9.90%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement**  
**as at August 31st, 2021**

<b>MISCELLANEOUS</b>	<b>Budget for 2021</b>	<b>Actuals 07/01/2021 - 07/31/2021</b>	<b>Actuals 08/01/2021 - 08/31/2021</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>\$3,709</b>	<b>\$215.00</b>	<b>\$215.00</b>	\$2,180.00	\$1,529.00	58.78%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	<b>\$2,580</b>	\$215.00	\$215.00	\$1,675.00	\$905.00	64.92%
INCL FED & STATE TAX PAYMENTS	<b>\$260</b>			\$60.00	\$200.00	23.08%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$377</b>			\$45.00	\$332.00	11.94%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>			\$400.00	\$0.00	100.00%
5. W-2 PREPARATION	<b>\$50</b>			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42</b>			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>	-\$175.00		-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	<b>\$200</b>			\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	<b>\$500</b>			\$409.75	\$90.25	81.95%
BANK FEES & CHARGES	<b>\$10</b>			\$2.92	\$7.08	29.20%
MISC - OTHER	<b>\$0</b>			\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,419</b>	<b>\$40.00</b>	<b>\$215.00</b>	<b>\$3,672.67</b>	<b>\$746.33</b>	<b>83.11%</b>
<b>TOTAL OPERATING Net Income (Loss)</b>	<b>\$154,404</b>	<b>\$14,695.04</b>	<b>\$14,637.87</b>	<b>\$90,735.70</b>	<b>\$63,668.30</b>	<b>58.77%</b>
	<b>-\$30,847</b>	<b>-\$12,808.18</b>	<b>-\$11,674.67</b>	<b>\$8,719.17</b>	<b>-\$39,566.17</b>	

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: August 31st, 2021**

**CURRENT CASH ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$17,120.59
Morgan Stanley - 178- Acct	\$263,424.64
Morgan Stanley (Scholarship)	\$1,068.15
<b>TOTAL CURRENT ASSETS</b>	<b>\$281,713.38</b>

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$11,241.23
Sustainability/Foundation	\$100,000.00
<b>Total Unrestricted Funds</b>	<b>\$111,241.23</b>

**Restricted**

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,068.15
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
<b>Total Restricted Fund Balance</b>	<b>\$170,472.15</b>

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

<b>TOTAL FUND BALANCES</b>	<b>\$281,713.38</b>
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**PROJECT TO REPLACE AIR CONDITIONING WITH THREE  
NEW UNITS + DUCTING etc.**

<i><b>Replace Air Conditioning</b></i>	<i><b>Inv #:</b></i>	<i><b>Date</b></i>	<i><b>Full Grant Awarded</b></i>
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	<b>-\$10,057.00</b>
Final Bill (from Steve's A/C) since full grant was awarded	76637	11/16/20	\$4,100.00
Construction Aid Program Award Notice 0386-20-8481	10%	07/02/21	<b>-\$1,118.00</b>
<b><i>Final Cost to Library:</i></b>			<b>\$3,725.00</b>