

Youngstown Free Library
64th Annual Association Meeting
Monday, January 28, 2013
President's Report

The Youngstown Free Library has had a wonderful year. The trustees have worked together moving along our goals to completion.

The Friends of the Library have a terrific group of people working diligently raising money for the Library and providing volunteers. This year they again had 2 book sales and Dessert in the Stacks to fund events and items for the Library.

Artwork from the community is displayed throughout the Library. The children's room has local student's drawings. In other parts of the Library there are different artists' works.

The Ruby Carey Scholarship was awarded to Corrine Casal. She had been the page at the Library. We were very proud of her accomplishments.

Community Relations continues to be an integral part of the Library by participating in the Youngstown Village Community Day, the Labor Day Parade (our float's theme was 1812), and food for fines.

We attended the annual meeting of Nioga.

During the year we hosted several computer classes for the community to help educate people. It was through a grant received by Nioga.

This year with the support of our Trustee Board, Jan Gilgore, Library Director, the Village Board of Youngstown, a New York State Construction Grant, and many community members, we accomplished the renovation to the Library (expanded shelf space for books), a new storage area and a community room.

As we look at our accomplishment in the renovation of the Youngstown Free Library we are proud of our smart use of funds and many volunteers hours. It had been our hope over the many past years to have a larger facility but this was not to be. In order to serve our clients we continue to offer many services and books. In order to keep us current we must purge books and work in concert with other libraries for items we cannot carry. We are grateful for our local library and the opportunity we have and the community benefits by it. Our community room has been in use this year for meetings and gatherings.

We may be seen as a small Library but we have a big heart and knowledgeable staff. We encourage you to visit us.

I wish to thank the Library Staff, Board of Trustees, Friends of the Library and the many volunteers who made our Library a great place to visit. I would like to take this opportunity to say I have enjoyed and learned much during my time with you all. It has been awesome.

Respectfully submitted,

Joan Spira, President Youngstown Free Library Board of Trustees



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**YOUNGSTOWN FREE LIBRARY
DIRECTOR'S ANNUAL REPORT FOR 2012
PRESENTED - JANUARY 26th 2013**

PROGRAMMING

CHILDREN'S PROGRAMING

Town of Porter Story Hour. Ramona Lockhart, Sharon Rugg and Terrie Bednarczyk planned and implemented The Town of Porter Story hour for children ages 2.5 years to 5 years. They report to the Town of Porter Recreation Commission. The Town of Porter has provided this service to the children of the town for more than 30 years. They held programs at the Youngstown Free Library on Tuesdays having 3 sessions during 2012. The sessions from January to June, a 6-week summer session ran from late June into early August and a fall session from September to mid-December. In the fall/winter and winter/spring sessions they hold story hours each Tuesday at 9:30am and 11:00am using storybooks, crafts and games. The Tuesday summer class meets at 10:00am. In the summer they have special guests or events each week. Concerts, Clowns, petting zoos and carnivals took place in the summer of 2012.

Toddler and Parent Story Time was planned for children 18 months to 35 months of age. This program met on Fridays at 9:30am. This program was often unattended in the spring and summer of 2012. It was suspended in the fall of 2012 but will be re-advertized and started again in February of 2013.

School Age Story/Craft Hour -- The Lewiston Porter Middle School Builders Club came one Saturday per month during the school year, of September through May, to present a story & craft hour to children in Pre-K through 3rd Grade. The club was under the supervision of Tina Oddy. The middle school students pick a theme for each month. They read 3 to 4 books on the theme and help the younger children with a take home craft and an edible craft.

Kindergarten Visits --The seven Lewiston Porter Kindergarten classes visited in spring of 2012. The visits included a library tour and stories. Several classes take the opportunity to tour the village and have lunch in Falkner Park while in Youngstown. The Friends of the Youngstown Free Library funded the bus rides for this program.

Summer Reading Program -- The Youngstown Free Library used the New York State theme "Dream Big—Read" for the 2012 summer reading program. This theme was used by more than 30

states throughout the country. The program was run by elementary teacher Marie Gilgore. The program ran from Monday, June 27th, through Friday, August 5th. Marie coordinated a program that included a Readers-Theater Drama Club, a Reading at Home Club, and a Thursday morning program which lead to each child making their own book about dreams. She also coordinated the Wednesday story hours in the Faulkner Park. Special guest readers were Peggy Hanson, and Beverly VanDausen, who were invited as Village Trustees. We also had NIOGA Story tellers for 3 programs in the park. The Drama Club presented a readers theater program on Wednesday evening August 8th. It was attended by family, friends and community members.

Also on Aug 8th the finale for the Reading at Home Club was held. Certificates of participation and prizes were awarded.

An adult reading program was held from June to August. Each time a patron checked-out a book they would get a ticket. Tickets could be put in the prize bag for the item they would like to win. They could win extra tickets if they wrote a book review. Prizes were bookmarks, book journal, book lights, and mugs with reading themes

A huge THANK YOU goes out to the Village of Youngstown Recreation commission and their workers at Falkner Park.

OUTREACH:

The library manager visited the Children's Place in 2012

ADULT PROGRAMING

The Book and Lunch disbanded when their leader Margery Stratton moved to Idaho.

The Friends of the Library held the fund raiser/social event Dessert, Wine, etc in the Stacks in the spring of 2012. All desserts were made by members of the Friends Board and the Board of Trustees and the recipes came from books in the library. A few appetizers were added in 2012 and were well received.

The Youngstown Free Library Book Discussion Group continues to meet at the library the the 2nd Wednesday of each month at 7pm and has 15 members. Each month a different book is read and discussed by the group and thoughts shared. Books are chosen from member recommendations.

FUNDING

See financial report for exact amounts.

The Youngtown Free Library wishes to thank the Town of Porter, the Village of Youngstown, the Friends of the Youngstown Free Library, Niagara County, NY York State and the Community of Youngstown for its support of the Library.

The library has received a continuous support from the governments, business, and private individuals of Youngstown for which we are very grateful.

STAFF

Director: Jan Gilgore -- November 1991 to present

Library Clerks: Janet Pryce -- June 2001 to December 18th 2012. Janet plans to spend several months of each year in Florida, but will work as a substitute when she is in western NY

Gaylynn Long: August 2006 to present

Marcella Jones: October 2012 to present

Page: Corrine Casal -- August 2011 to August

Adam Winkworth: July 2012 to present

FUND DRIVE

The Friends of the Youngstown Free Library organized the Annual Drive from a letter written by Board of Trustees President, Joan Spira, in September of 2012. It raised \$15,400. Thank you to Marge McCullum, Jessica Streb, Lynn Funk, the Swat Team of the Friends and the entire Friends Board of Directors for their many hours of work on this successful drive.

PATRON SERVICES

In 2012 the library was open 1744 hours during which we had about 9641 patrons visit. In addition there were 137 hours of programming presented when the library was closed or in other locations.

The library is open 1:30PM to 8:30PM Monday through Thursday and 10:00AM to 2:00PM Fridays and Saturdays. The Library is closed Saturdays from late June until the Saturday after Labor Day. The library was closed on 12 holidays.

During 2012 the Library offered copier services at \$.15 per page. The Library sells reduced rate copy cards, 50 copies for \$5.00. The Library also offers Fax Service. In 2012 the charge was \$2.00 for the first page and \$1.00 for each additional page. (This price will be lowered to \$.50 per in 2013)

The library offers 4 public access computers with high speed internet connections. The AWE Early Literacy Center is in the Children's room. This computer comes pre-programmed with educational games and research tools for children ages 2 to 10. The computers were checked out about 1367 times during 2012.

COMMUNITY

In 2012 the library continued to put a large library calendar in the window of an empty store on Main St.

In August the library participated in the Village picnic. The Library had a match the character to the book contest.

On Labor Day 2012 the library took part in the Youngstown Volunteer Fire Company's parade. The library was represented by a "War of 1812" float featuring the book "*Danger at Niagara*" by Margaret Clark. Walkers handed out bookmarks to the crowd. The float took 1st prize of \$75.

Corrine Casal was the Ruby Carey Scholarship winner for 2012. She is studying at Cornell University

AUTOMATION AND COLLECTION

The collection changes constantly due to additions and space considerations. Review sources used to build the collection are, Library Journal, Booklist, the New York Times best seiler list, the New York Times Book Review, the USA today best seller list, Book Page and patron suggestions. Weeding is based on the space in the area, the condition of the book and the currency of the information, and circulation over the last 5 years.

Please see attached for collection holdings and circulation. .

BUILDING AND GROUNDS

The display shelves at the library entrance are changed monthly. The topic is changed each month. Staff members rotate choosing the topics. In 2011 the library displayed books on women, energy, Ireland cookbooks NY hiking, local history apples artists, authors, 1940's and vampires.

The library garden was repaired.

In the autumn of 2011 through NIOGA the library applied for a New York State Library Construction Grant. This matching grant was approved in 2012 and enabled the library to open the back storage room to the library and refurbish this room for patron use. The windows were replaced,

the ceiling dropped, rugs would be added and the room was painted. . New book shelves were added. The doorway to the back hall was closed and the door way to the fiction room was doubled in size. The room is now open the fiction, and houses half the Mystery collection, the Science Fiction collection and a locked cupboard for the holiday collection. There is also a comfortable chair and table with lamp for patrons.

The village allowed the library to use a storage room downstairs and trustees moved everything down. The old nursery school room upstairs was renovated and is now a meeting room.

The back hall was painted and refurbished so that it would give access to the new meeting room.

The library also purchased new tables and chairs for the general library area and moved the older tables and chairs upstairs to the new meeting room.

NIOGA

The NIOGA Library System provides the libraries with technical services back up, housing and maintaining the circulation hardware and maintaining the circulation program and delivery of inter library loan materials.

The Youngstown Free Library receives materials delivery three days per week. These deliveries include of materials requested by our patrons, materials being returned to the library and special collections. The Youngstown Free Library uses a rotating large print collection every 3 months to enhance its own large print collection

The Youngstown Free library offered 8 classes presented by BTOP Express. These programs were on Microsoft Word, Microsoft Excel, Mail merging, cleaning up your computer desktop and Open Access (Questions about computers and other electronic Gadgets)

VOLUNTEERS

Volunteers worked about 511 hours at the circulation desk in 2012. Volunteers work at the circulation desk. They also help with shelving, shelf reading, filing, cleaning, weeding, setting up art displays and doing story hours. At minimum wage circulation desk volunteers saved the library over \$3700.

The Library Trustees, the Friends, the Lewiston-Porter Middle School Builders Club and our wonderful volunteers who set up the art work in the Reading Room and the Children's Room, Doug Howard, Carol Carreno and Susan Santarosa all contribute many hours of volunteer time.

A SPECIAL THANK YOU TO:

- The Library Board of Trustees
- The Friends of the Youngstown Free Library
- The Town of Porter Supervisor, Mr. Wiepert, and the Town of Porter Board for their continued support of library services to the people of Porter. Also, the Town of Porter Recreation Commission for its support of early childhood reading by providing story hours for the children of the Town of Porter.
- The Village of Youngstown Mayor, Raleigh Reynolds, and Village Trustees for their support and cooperation in providing good library service to the people of Youngstown and surrounding area.
- The Niagara County Legislature and our Legislator Clyde Burmaster for supporting libraries.
- To all our desk volunteers. All of us at the library thank them for their many years of service.
- The members of the Youngstown Garden Club who volunteer to place arrangements at the circulation desk.
- Tina Oddy and all the Middle School Builders Club Volunteers for the monthly Saturday story hours they provide.

- Rick Lohr and Sue MacNaughton for allowing the library to put the calendar in the window of their property each month.
- The retiring Board members for their hard work: Joan Spira, Paul Inskeep, Audrey Tower and Melody Chabue.
- The many patrons and citizens of the Youngstown area who remember the library by using it and with generous contributions of time, materials, and funds.

Respectfully Submitted by
Jan Gilgore
Library Director
January 28, 2013

CIRC & HOLDINGS COMPARISON 2009 to 2012

CIRCULATION	ADF	ADNF	J Fic	JNonfic	CAS	CD	DVD	VIDEO	NPPER	Other	TOTAL
2009	10083	3826	5222	1638	214	1916	3631	406	3401	155	30492
2010	10885	3664	6950	1194	92	2210	3994	447	3277	135	32848
2011	9806	3255	6477	1394		1971	3402	297	3464	125	30191
2012	8266	2999	5735	1526		1793	3084	188	3207	76	26874
HOLDINGS	ADF	ADNF	J Fic	JNonfic	CAS	CD	DVD	VIDEO	NPPER	Other	TOTAL
2009	7113	7083	5654	3639		1282	965		1658	15	27409
2010	8288	6707	5766	3788		1421	651	398	1654	16	28689
2011	7655	6820	6039	3924		1386	774	376	1777	27	28778
2012	7829	6708	6161	3890		1399	796	314	983	45	28125

Year # of Card

2009 11772 Members
2009 1001107

2010 11862 Members
2010 1016206

2011 12198 Members
2011 1016110

2012 12586 Members
2012 1016229

Youngstown Free Library

December 31, 2012

<u>REVENUE</u>	Income Budget for 2012	Received	To be received
TOWN OF PORTER	\$71,234.00	\$71,234.00	\$0.00
NIAGARA COUNTY	\$6,000.00	\$6,031.80	-\$31.80
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$1,209.00	-\$1,009.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,600.00	\$1,419.26	\$1,140.00 180.74
INTEREST	\$5,000.00	\$6,800.92	-\$1,800.92
GIFTS	\$1,000.00	\$1,330.00	-\$330.00
Transfer of Funds	\$25,000.00	\$25,000.00	\$0.00
Annual Drive	\$14,000.00	\$15,340.00	-\$1,340.00
MISCELLANEOUS	\$200.00	\$1,416.34	-\$1,216.34
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL REVENUE	\$138,234.00	\$143,781.32	-\$4,588.06

Youngstown Free Library

EXPENDITURE

December 31, 2012

	Expenses for 2012	Spent	Remains in Budget
PERSONNEL			
SALARIES (GROSS)	\$52,000.00	\$46,758.64	\$5,241.36
ORDINATOR	\$1,100.00	-\$285.00	\$1,385.00
SOCIAL SECURITY & MEDICARE	\$4,160.00	\$3,648.99	\$511.01
ANCILLARY BENEFIT	\$4,200.00	\$1,300.72	\$2,899.28
MEMBERSHIPS	\$300.00	\$477.49	-\$177.49
NEW YORK STATE DISABILITY	\$450.00	\$222.31	\$227.69
WORKER'S COMPENSATION	<u>\$650.00</u>	<u>\$495.00</u>	<u>\$155.00</u>
TOTAL PERSONNEL	\$62,860.00	\$52,618.15	\$10,241.85
LIBRARY MATERIALS			
AUDIO VISUAL MATERIALS	\$2,000.00	\$2,116.01	-\$116.01
BOOKS	\$19,740.00	\$17,130.45	\$2,609.55
COMPUTER SOFTWARE	\$125.00	\$275.00	-\$150.00
SUBSCRIPTIONS	<u>\$2,500.00</u>	<u>\$2,617.26</u>	<u>-\$117.26</u>
TOTAL LIBRARY MATERIALS	\$24,365.00	\$22,138.72	\$2,226.28
OPERATING EXPENDITURE			
ALMS FEE	\$6,800.00	\$6,997.92	-\$197.92
HOUSEKEEPING	\$600.00	\$456.52	\$143.48
INSURANCE	\$3,000.00	\$2,698.91	\$301.09
MAINT. - OFFICE EQUIPMENT	\$1,900.00	\$1,402.17	\$497.83
MAINT. - REPAIRS	\$400.00	\$135.00	\$265.00
POSTAGE	\$875.00	\$864.19	\$10.81
PROMOTIONAL	\$350.00	\$122.24	\$227.76
RENT	\$12,000.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$3,569.28	-\$369.28
TELEPHONE *	<u>\$824.00</u>	<u>\$967.24</u>	<u>-\$143.24</u>
TOTAL OPERATING EXPENDITURE	\$29,949.00	\$29,213.47	\$735.53

CAPITAL EXPENDITURE

EQUIPMENT	\$1,500.00	\$101.52	\$1,398.48
MAJOR IMPROVEMENTS	<u>\$11,000.00</u>	<u>\$19,126.59</u>	<u>-\$8,126.59</u>
TOTAL CAPITAL EXPENDITURES	\$12,500.00	\$19,228.11	-\$6,728.11

MISCELLANEOUS

Accounting	\$500.00	\$678.50	-\$178.50
Audit	\$1,500.00	\$0.00	\$1,500.00
Bookkeeping	\$1,560.00	\$1,560.00	\$0.00
CPA-990	\$1,150.00	\$550.00	\$600.00
Investment & Advisory Fees	\$2,000.00	\$2,228.06	-\$228.06
Payroll	\$450.00	\$558.23	-\$108.23
Payroll Taxes	\$600.00	\$260.00	\$340.00
Unforeseen	<u>\$300.00</u>	<u>\$357.91</u>	<u>-\$57.91</u>
TOTAL MISCELLANEOUS	\$8,060.00	\$6,192.70	\$1,867.30

FUNDS

SCHOLARSHIP FUND	<u>\$500.00</u>
TOTAL FUNDS	\$500.00

**TOTAL OPERATING
EXPENDITURE**

\$138,234.00	\$129,391.15	\$8,842.85
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YOUNGSTON FREE LIBRARY
BALANCE SHEET
DECEMBER 31, 2012

ASSETS

Petty Cash	100.00
HSBC Checking	9,348.57
Smith Barney 3561420716346	229,542.20
Smith Barney 3561421011023	2,211.74
Merrill Lyn (Scholarship)	6,460.28

TOTAL ASSETS **247,662.79**

Fund Balances

Unrestricted

General	51,404.77
Marie Braun Memorial	1,092.54
Total Unrestricted Funds	52,497.31

Restricted

Automation	37,378.86
Operating Reserve	85,628.12
Special Projects	65,012.10
Fraize Fund Donated	(0.00)
Scholarship Donated	6,460.28
Fitch Cady Fund Donated	686.12
Total Restricted Fund Balance	195,165.48

Total Fund Balances **247,662.79**