

## YOUNGSTOWN FREE LIBRARY ANNUAL MEETING

JANUARY 26, 2015

**PRESENT:** Diana Newton, Rita Rolfe, Joan Spira, Darcy Tower-Paeplow, Maggie Steyn, Murray Rolland, Richard Powell, Linda White, Michelle Vanstrom, Mary Wieland, Jan Gilgore, Charlotte Clark (President-Friends)

**EXCUSED:** Jan Mathews

**CALL TO ORDER:** President Diana Newton called the meeting to order at 6:31 P.M.

Diana Newton was elected as President Pro-Tem and Maggie Steyn was elected as **Corresponding** Recording Secretary Pro-Tem  
(Revised - January 2016)

**MINUTES:** of the January 27, 2014 were read. There were no additions or corrections to the minutes, so the minutes stand approved as read.

**LIBRARY DIRECTOR'S REPORT:** Jan Gilgore. Diana thanked Jan for her report

**TREASURER'S REPORT:** Joan Spira. Diana thanked Joan for her report. The report will be filed for audit.

**LIBRARY BOARD PRESIDENT'S REPORT :** Diana Newton. Diana thanked retiring Trustees Murray Roland and Linda White for their service.

**FRIEND'S PRESIDENT:** Charlotte Clark. Charlotte presented her report and concluded by suggesting that one of her personal goals was to form closer ties with the Trustees by maybe enjoying a joint social occasion of some sort during the year. Diana agreed this would be a good idea and then thanked Charlotte for attending the meeting and for her report and offered, on behalf of the members of the Board of the Trustees their thanks for all the hard work the Friends undertake for the library.

**NOMINATING COMMITTEE:** Chairman Murray Rolland presented the following Trustees for 3 year terms: Jan Mathews, Michelle Vanstrom and Mary Wieland. There being no further nominations from the floor, nominations were declared closed, and the Secretary cast a ballot for the slate of nominees as presented. Diana welcomed the new Trustees to the Board.

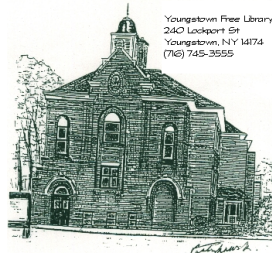
**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** Bill Siddall was present but had no comment

**ADJOURNMENT:** Passed unanimously at 6:59 P.M. (Joan Spira, Linda White)

Respectfully Submitted, Maggie Steyn



**YOUNGSTOWN FREE LIBRARY  
DIRECTOR'S ANNUAL REPORT FOR 2014  
PRESENTED - JANUARY 26th 2015**

**PROGRAMMING**

**CHILDREN'S PROGRAMING**

Town of Porter Story Hour Sharon Rugg, Amanda Shackelford and Heidi Lauger run the The Town of Porter Story hour program 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 at the Youngstown Free Library and the Ransomville Free Library for more than 30 years.

They held programs at the Youngstown Free Library on Tuesdays at 9:30am and 11:00am sessions during 2014. The sessions ran from January to June, a 6-week summer session which 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 using storybooks, crafts and games. The summer class in Youngstown meets at 10:00am each Tuesday. They present special guests or events each week. Concerts, jugglers, a puppet show, a science show and a nickel carnival were all part of the science were all part of summer 2014.

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 3<sup>rd</sup> 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 2014. The visits included a library tour and story hour. 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 "*Fizz! Boom! Read!*" for the 2014 summer reading program. The program ran from Monday, June 27th, through Friday, August 8th under the direction of summer reading program coordinator, Maria Lowe. There was a Drama Club, a Reading at Home Club, and the Wednesday story hours in the Faulkner Park. We also had NIOGA story tellers for 2 programs in the park. The Drama Club presented "Magic Carrot" for their family and friends on Wed. August 13, 2014

Also on Aug 13th the finale for the Reading at Home Club was held. Certificates of participation and prizes were awarded.

An adult reading program was held from July to August 8th. 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.

Prizes were a silver bookmarks, a book journal, a book light magnifier, and mugs with reading themes  
A huge THANK YOU goes out to the Village of Youngstown Recreation commission and their workers at Falkner Park for their cooperation and help at Wednesday story hours in the park.

#### **OUTREACH:**

The library manager visited the Children's Place in 2014.



In 2014 the library placed a little library in Faulkner Park. Thanks to Murray Roland for building it and to the Youngstown Mayor, Trustees and DPW for finding a spot for it and installing it. It is filled with books frequently in hopes of providing patrons, and visitors something to READ.

#### **ADULT PROGRAMMING**

The Youngstown Free Library Book Discussion Group continues to meet at the library the the 2<sup>nd</sup> Wednesday of each month at 7pm and in 2014 had 10 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 yearly support from many organizations and churches in the community and we thank them all.

#### **FUND DRIVE**

The Friends of the Youngstown Free Library organized the Annual Drive from a letter written by Board of Trustees President, Sue Wahl, in September of 2014. It raised \$13385. Thank you to Jessica Streb, Lynn Funk, Charlotte Clark, the Swat Team of the Friends and the entire Friends Board of Directors for their many hours of work on this successful drive.

#### **STAFF**

Director: Jan Gilgore -- November 1991 to present

Library Clerks: Marcella Jones: October 2012 to present

Rochelle Baumgardner: March 2013 to present

Page: Adam Winkworth: July 2012 to May 2014

(Adam left due to conflicting hours and he needed more hours of work)

Alicia Hughes: May 2014 to present

#### **PATRON SERVICES**

In 2014 the library was open 1628 hours during which we had about 8713 patrons visit. In addition there were 115 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 in 2014.

During 2014 the Library offered copier services at \$.15 per page. The Library sells reduced rate copy cards, 50 copies for \$5.00.

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 976 times during 2014. The library also offers WIFI and has a small laptop available for use by children doing homework in the Children's Room

## **COMMUNITY**

In August the library participated in the Village picnic. The Library had a Spin the wheel "Book Trivia Game" table. Questions were leveled so that all ages could participate.

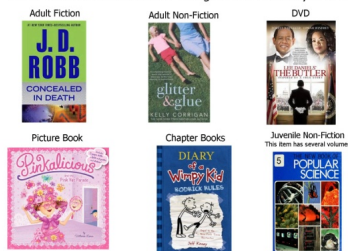
Madeline Matthews was the Ruby Carey Scholarship winner for 2014.

## **AUTOMATION AND COLLECTION**

The materials in the library collection change constantly due to space considerations. New materials are added frequently. Review sources used to build the collection are, Library Journal, Booklist, Publishers Weekly, the New York Times best seller list, 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, the currency of the information, and circulation over the last 5 years.

NIOGA can give us some new reports

Items checked out most at the Youngstown Free Library in 2014



At the Youngstown Free Library the most popular

Adult Fiction Author was James Patterson

Non-Fiction Author was Bill O'Reilly

Juvenile chapter book author was Mary Pope Osborne

Juvenile Picture book author was Lucy Cousins

Juvenile Non-Fiction authors after world book was Mike Venezia

The most popular subjects

Among adults were cooking, perennials, and travel.

Among children were Super heroes, time travel, and brothers & sisters

Please see attached for collection holdings and circulation.

## **BUILDING AND GROUNDS**

The display shelves at the library entrance are changed monthly, and each month the new topic is picked by a different staff member. In 2014 the library displayed books on hobbies poetry, pets, travel, mysteries (fictional and non-fiction) chocolate, ghosts

The magazine shelves were made safe thanks to Maggie & Jan Steyn and Joseph Fleckstein.

## **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.

Through the NIOGA home page patrons can access the entire catalog of NIOGA materials.

They can request books be sent to them at Youngstown Free Library, renew materials they have out or check to see when items are due. They can also access Data bases on reading, health, business, and newspapers. In addition patrons may use Fregal for downloading or streaming music, Overdrive for downloading e-books and Zinio for downloading magazines.

The Youngstown Free Library receives materials delivery three days per week, through NIOGA. These deliveries include materials requested by our patrons, materials being returned to the library. The Youngstown Free Library also uses a NIOGA large print collection which rotates every 3 months to enhance its own large print collection

## **VOLUNTEERS**

Volunteers worked approximately 467 hours at the circulation desk in 2014. Circulation desk volunteers also help with shelving, shelf reading, filing, cleaning, weeding, setting up art displays and doing story hours. At minimum wage of \$8.00 per hour the 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 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 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.
- To the retiring Trustees Murray Roland and Linda White for their work on the Board for the library.
- 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 22, 2015

| Youngstown Free Library  | <b>Budget 2014</b>  | <b>Received</b>     | <b>To Be Received</b> |
|--------------------------|---------------------|---------------------|-----------------------|
| <b>REVENUE</b>           |                     | <b>12/31/14</b>     |                       |
| TOWN OF PORTER           | \$74,111.00         | \$74,111.00         | \$0.00                |
| NIAGARA COUNTY           | \$5,700.00          | \$6,319.00          | -\$619.00             |
| VILLAGE OF YOUNGSTOWN    | \$14,000.00         | \$14,000.00         | \$0.00                |
| LOC. LIBRARY SERVICE AID | \$200.00            | \$1,287.30          | -\$1,087.30           |
| LEGISLATIVE INITIATIVE   | \$0.00              | \$6,300.00          | -\$6,300.00           |
| FINES/ COPIER/ FAX       | \$1,200.00          | \$1,733.95          | -\$533.95             |
| INTEREST                 | \$6,000.00          | \$5,626.03          | \$373.97              |
| GIFTS                    | \$1,000.00          | \$6,530.00          | -\$5,530.00           |
| Transfer of Funds        | \$15,000.00         | \$0.00              | \$15,000.00           |
| Annual Drive             | \$14,000.00         | \$13,182.00         | \$818.00              |
| MISCELLANEOUS            | \$107.80            | \$221.34            | -\$113.54             |
| Grant Funds              | \$0.00              | \$0.00              | \$0.00                |
| <b>TOTAL REVENUE</b>     | <b>\$131,318.80</b> | <b>\$129,310.62</b> | <b>\$2,008.18</b>     |

|                              |                      |                 |                          |
|------------------------------|----------------------|-----------------|--------------------------|
|                              |                      |                 |                          |
| <b>EXPENDITURE</b>           |                      |                 |                          |
| <b>PERSONNEL</b>             |                      | <b>Spent</b>    | <b>Remains in Budget</b> |
|                              | <b>As of 1/15/14</b> | <b>12/31/14</b> |                          |
| SALARIES (GROSS)             | \$53,580.00          | \$47,633.41     | \$5,946.59               |
| SR PROG COORDINATOR          | \$1,300.00           | \$638.20        | \$661.80                 |
| SOCIAL SECURITY & MEDICARE   | \$4,500.00           | \$4,153.72      | \$346.28                 |
| ANCILLARY BENEFIT            | \$2,800.00           | \$1,258.80      | \$1,541.20               |
| MEMBERSHIPS                  | \$300.00             | \$165.00        | \$135.00                 |
| NEW YORK STATE DISABILITY    | \$400.00             | \$124.69        | \$275.31                 |
| WORKER'S COMPENSATION        | \$575.00             | \$648.00        | (\$73.00)                |
| TOTAL PERSONNEL              | \$63,455.00          | \$54,621.82     | \$8,833.18               |
|                              |                      |                 |                          |
| <b>LIBRARY MATERIALS</b>     |                      |                 |                          |
| AV Materials                 | \$2,500.00           | \$2,721.24      | \$2,500.00               |
| BOOKS                        | \$20,000.00          | \$17,218.14     | \$2,781.86               |
| COMPUTER SOFTWARE            | \$231.00             | \$93.96         | \$137.04                 |
| SUBSCRIPTIONS                | \$3,190.00           | \$2,904.65      | \$285.35                 |
| TOTAL LIBRARY MATERIALS      | \$25,921.00          | \$22,937.99     | \$2,983.01               |
|                              |                      |                 |                          |
| <b>OPERATING EXPENDITURE</b> |                      |                 |                          |
| ALMS FEE                     | \$7,675.00           | \$7,272.90      | \$402.10                 |
| HOUSEKEEPING                 | \$300.00             | \$39.15         | \$260.85                 |
| INSURANCE                    | \$2,850.00           | \$2,802.68      | \$47.32                  |
| MAINT. - OFFICE EQUIPMENT    | \$1,500.00           | \$972.18        | \$527.82                 |
| MAINT. - REPAIRS             | \$400.00             | \$155.50        | \$244.50                 |
| POSTAGE                      | \$950.00             | \$284.56        | \$665.44                 |
| PROMOTIONAL                  | \$350.00             | \$204.90        | \$145.10                 |
| RENT                         | \$12,000.00          | \$12,000.00     | \$0.00                   |
| SUPPLIES/ BOOK PROC.         | \$3,200.00           | \$2,023.39      | \$1,176.61               |
| TELEPHONE *                  | \$1,150.00           | \$763.89        | \$386.11                 |
| TOTAL OPERATING EXPENDITURE  | \$30,375.00          | \$26,519.15     | \$3,855.85               |
|                              |                      |                 |                          |
| <b>CAPITAL EXPENDITURE</b>   |                      |                 |                          |
| EQUIPMENT                    | \$1,500.00           | \$763.92        | \$736.08                 |
| MAJOR IMPROVEMENTS           | \$2,000.00           | \$0.00          | \$736.08                 |
| TOTAL CAPITAL EXPENDITURES   | \$3,500.00           | \$763.92        | \$2,000.00               |

|                             |              |              |             |
|-----------------------------|--------------|--------------|-------------|
|                             |              |              |             |
| <b>MISCELLANEOUS</b>        |              |              |             |
| Accounting                  | \$900.00     | \$825.00     | \$75.00     |
| Audit                       | \$1,400.00   | \$0.00       | \$1,400.00  |
| Bookkeeping                 | \$1,560.00   | \$1,430.00   | \$130.00    |
| CPA-990                     | \$750.00     | \$595.00     | \$155.00    |
| Investment & Advisory Fees  | \$2,000.00   | \$2,080.88   | -\$80.88    |
| Payroll                     | \$650.00     | \$699.76     | -\$49.76    |
| Payroll Taxes               | \$500.00     | \$294.05     | \$205.95    |
| Unforeseen                  | \$300.00     | \$276.85     | \$23.15     |
| TOTAL MISCELLANEOUS         | \$8,060.00   | \$6,201.54   | \$1,858.46  |
|                             |              |              |             |
| <b>FUNDS</b>                |              |              |             |
| SCHOLARSHIP FUND            | \$500.00     |              |             |
| TOTAL FUNDS                 |              |              |             |
| TOTAL OPERATING EXPENDITURE | \$131,311.00 | \$111,044.42 | \$20,266.58 |
|                             |              |              | \$18,258.40 |



YOUNGSTON FREE LIBRARY  
BALANCE SHEET  
DECEMBER 31, 2014

ASSETS

|                               |            |
|-------------------------------|------------|
| Petty Cash                    | 100.00     |
| First Niagara Checking        | 17,094.43  |
| Morgan Stanley 828-107169-346 | 212,967.70 |
| Morgan Stanley 828-107170-403 | 26,916.79  |
| Merrill Lynch (Scholarship)   | 5,338.41   |

|              |            |
|--------------|------------|
| TOTAL ASSETS | 262,417.33 |
|--------------|------------|

Fund Balances

Unrestricted

|                          |           |
|--------------------------|-----------|
| General                  | 21,718.94 |
| Marie Braun Memorial     | 256.94    |
| MaryGrace Foote Memorial | 1,024.59  |
| Total Unrestricted Funds | 23,000.48 |

Restricted

|                               |            |
|-------------------------------|------------|
| Automation                    | 51,914.99  |
| Operating Reserve             | 101,276.36 |
| Special Projects              | 80,185.15  |
| Scholarship Donated           | 5,338.41   |
| Fitch Cady Fund Donated       | 701.94     |
| Total Restricted Fund Balance | 239,416.85 |

|                     |            |
|---------------------|------------|
| Total Fund Balances | 262,417.33 |
|---------------------|------------|

**Youngstown Free Library**  
**66<sup>th</sup> Annual Association Meeting**  
**January 26, 2015**

**PRESIDENT'S REPORT**

2014 has been a very productive year for the Youngstown Free Library and a real learning experience for me. Our 2014 Trustee President, Sue Wahl, resigned in early June. Diana Newton became President and Darcy Tower- Peplow became Vice President. The Trustees have worked diligently to accomplish the goals set for the year. They truly are an extremely dedicated, supportive, creative entity and I applaud all of their efforts to make our Library a wonderful place for our community members to visit.

We are very fortunate to have the Friends of the Library working endlessly to raise money for the Youngstown Library and for also providing volunteers to keep it running smoothly. They once again have had two book sales, "Dessert In the Stacks", and numerous other fund raising projects to support the Library. They provide communication to patrons through a newsletter. Their efforts are very much appreciated by all.

Artwork from the community has been displayed throughout the Library. The Children's Room has local students' drawings, with local artists displaying their works in other parts of the library.

The Youngstown Garden Club has helped to beautify the Library by providing flower arrangements or plants for the front desk.

This year the Ruby Carey Scholarship was awarded to Madeline Matthews, a senior from Lewiston Porter. The scholarship was presented, along with a scholarship from The Friends of the Library, at a picnic in honor of Madeline in July.

Community Relations is working to provide a bridge between the public and the library. This year we participated in the Youngstown Community Day and Christmas in the Village.

We have made great strides this year as a Board. A letter was devised to invite prospective candidates to become members of the Trustees. The letter informs candidates of the commitment they are making while providing some information about the workings of the Board. We also discussed, addressed and began working on a handbook for new Trustees. This will be devised from material taken from our by-laws and policies and discussed at an orientation for new Trustees.

An investment committee has been established to research financial avenues to get the most return possible while securing the principal for the Library investments. This committee is also researching "best practices" in management of Library monies. In conjunction with this, the committee has begun writing a draft of a financial by-law.

A "Little Library" was constructed by Trustee Murray Rolland with the assistance of Bruce Newton. It has been installed at Falkner Park and is doing well. Visitors are encouraged to borrow a book from The Little Library while visiting the park. The magazine racks in the Library have been repaired by Jan and Maggie Steyn with supplies donated by Joseph Fleckenstein of JF Machining.

I would like to thank Jan Gilgore and the Library Staff, The Board of Trustee Members, The Town of Porter, The Village of Youngstown, George Maziarz, numerous volunteers who help to make the Youngstown Library hold a special place in our hearts. We appreciate all that you do.

A special thank you to Rita Rolfe and Maggie Steyn and our retiring Board of Trustee Members, Linda White and Murray Rolland. Welcome to our new Trustees Jan Matthews, Michelle Vanstrom and Mary Wieland.

Respectfully submitted,

Diana Newton, President



# Friends of the Youngstown Free Library

## **2014 Summary Report for the Library Board of Trustees January 26, 2015**

By Charlotte Clark, Friends President

### **2014 Board of Directors**

Charlotte Clark, president

Lynn Funk, vice president

Heidi Lauger, secretary

Bill Siddall, treasurer

Directors: Steve Bowen, David Brooks, Christine Foster, Faith Koch, Sue Larrabee,  
Philip Miller, Tom Patrick, Jessica Streb\*

Trustee Liaison: Maggie Steyn

\*Term ended in 2014

### **2015 Board of Directors**

Charlotte Clark\*, president

Lynn Funk\*, vice president

Heidi Lauger, secretary

Bill Siddall, treasurer

Directors: Steve Bowen, David Brooks, Christine Foster, Faith Koch, Sue Larrabee,  
Molly Marietta, Philip Miller, Tom Patrick, Lois Violante

Trustee Liaison: Maggie Steyn

\*Elected at January 21, 2015 Annual Meeting of the Friends

### **Highlights from 2014**

- Membership grew 12%
- Income from fundraising increased by 40%
- Created a logo

### **Financial Summary Attached**

### **Gifts to the Library**

Children's Summer Reading Program, Adult Summer Reading Program, Book Page,  
Old Fort Niagara family membership, updated large-print collection, Playaway  
subscription, recorded books subscription, transportation for Lew-Port  
Kindergarten children's visits, holiday candy guess, *New York Times* Sunday  
subscription

### **Annual Fund Drive**

- Volunteers folded, stuffed and labeled approximately 2,700 letters that were mailed to residents within the 14174 zip code
- More than \$13,000 was raised for the library

**Gift to the Community** - \$250 Ruby Carey Scholarship

### **Notes of Thanks**

Jan Gilgore – Thank you for ongoing support and guidance. Even while directors come and go, you remain our constant. Thank you for being open to new ideas and sharing your honest opinions with us.

Maggie Steyn – Thank you for your incredible spirit of volunteerism. You have happily taken on many projects beyond what is expected of your liaison role on our board. Thank you for your enthusiasm, creativity and time.

Thank you to the Trustees who baked for Desserts in the Stacks and the Bake Sale and for those who attended fundraisers. Let's continue to find ways to work together.

### **Our Meetings**

Third Wednesday of each month, except July, August and December  
7 p.m., Library Meeting Room

Your presence and participation are always welcome.