

YOUNGSTOWN FREE LIBRARY ANNUAL MEETING

January 25, 2016, 6:30 PM

PRESENT: Rita Rolfe, Diana Newton, Joan Spira, Maggie Steyn, Paul Inskeep, Jan Mathews, Michelle Vanstrom, Mary Wieland, Richard Powell, Kevin Cassick, Jan Gilgore, Heidi Lauger (President, Friends)

EXCUSED: N/A

CALL TO ORDER: Rita Rolfe called the meeting to order at 6:30pm

NOMINATION OF PRESIDENT AND SECRETARY PRO-TEM:

Rita Rolfe was elected as President Pro-Tem and Maggie Steyn was elected as Recording Secretary Pro-Tem

Motion/Second: Paul Inskeep/Richard Powell Motion carried

MINUTES: The minutes of the January 26, 2015 were read. There was one correction: It should read that Maggie Steyn was elected as **Recording** Secretary Pro-Tem

Motion/Second, as amended: Maggie Steyn/Joan Spira Motion carried

ELECTION OF NEW BOARD OF TRUSTEES:

Diana Newton proposed the following slate of nominees for the board:

Nominees:

Rita Rolfe second 3- year term until - 1/2019

Diana Newton second 3- year term until - 1/2019

Paul Inskeep 3- year term until -1/2019

Kevin Cassick 3- year term until - 1/2019

There being no further nominations from the floor, the Recording Secretary Pro Tem cast one ballot for the Nominating Committee's slate as presented.

Motion/Second: Maggie Steyn/Mary Wieland Motion carried

ANNUAL REPORTS:

LIBRARY DIRECTOR'S REPORT: Jan Gilgore.

Motion/Second: Diana Newton/Joan Spira Motion carried

Rita thanked Jan for her report, which will be filed

FINANCIAL REPORT: Joan Spira. Joan presented the Working Budget Report and the Balance sheet, as at December 31st, 2015 and declared that the check register appeared to be in order.

There was a question as to why the Expenditure line-item for 'Major Improvements' did not reflect the correct total for "Remains in Budget". It would appear to be a spreadsheet addition error. The "Spent YTD" column was correct.

Motion to accept the report as presented, with the understanding that the errors would be researched and corrected as necessary: Maggie Steyn/Richard Powell. Motion carried

LIBRARY BOARD PRESIDENT'S REPORT: Rita presented her report, which will be filed.

FRIENDS OF THE LIBRARY REPORT: Heidi Lauger Heidi presented the report on behalf of the outgoing Friends' President Charlotte Clark who was unable to attend.

Rita thanked her for the report and expressed thanks on behalf of the Library and the Trustees for all of their hard work raising funds for the library.

OLD BUSINESS: Joan reiterated that the Art Program for the Children's Room was flourishing and Heidi added that whenever possible, she took photos of the artwork and sent them to the proud parents.

NEW BUSINESS: Maggie Steyn said that during the course of the year, the Financial Committee had been researching financial policies that were appropriate for an Association Library such as Youngstown. One of the things the committee had learned was that expense-obligations like payroll, rent etc., should be pre-approved annually, since the board was committed to paying them as they became due and could not 'disapprove' them.

The following motion was proposed:

- to pre-approve payment of the following schedule of recurring expense commitments for the 2016 fiscal year, so that they may be paid as they become due, without further approval from the Board.

The schedule comprises:

- All personnel expenses, relating to salaries and other wage-related compensations
- All expenses relating to payroll preparation and payroll tax payment
- Alms Fees
- Housekeeping
- Postage
- Rent
- Telephone

Motion/Second: Maggie Steyn/Joan Spira Motion carried

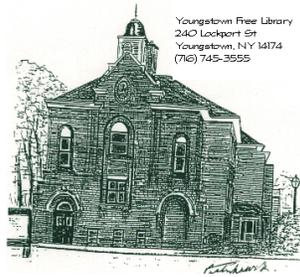
PUBLIC COMMENT: None

ADJOURNMENT: 7:10 pm

Motion/Second: Joan Spira/Mary Wieland Motion carried

In declaring the meeting adjourned, Rita thanked Richard Powell and Joan Spira, who would both be leaving the board, for their service. Richard had been diligent as the Ruby Carey Scholarship Chair and Joan for her work as Chair of the Office Renovation project and for her organization of children's art work in the Children's Room.

Respectfully submitted: Maggie Steyn
Recording Secretary Pro-Tem



**YOUNGSTOWN FREE LIBRARY
DIRECTOR'S ANNUAL REPORT FOR 2015
PRESENTED - JANUARY 25th 2016**

PROGRAMMING

CHILDREN'S PROGRAMING

Town of Porter Story Hour - Sharon Rugg, Amanda Shackelford and Heidi Lauger ran the The Town of Porter story hour program for children ages 2.5 years to 5 years again in 2015. 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 2015. The winter/spring session ran from January 6th to June 16th. A 6-week summer session ran from June 30th to August 4th. The fall session was from September 8th to December 15th.

In the fall and winter/spring sessions they hold story hour programs each Tuesday using books, crafts games, and music. The summer session in Youngstown meets at 10:00am each Tuesday. They present special guests or special events each week.

Future: The Town of Porter Recreation Commission has expanded its program to include a Saturday Story hour on the 2nd Saturday of each month at Ransomville Free Library. They started there as the Youngstown Free Library has the Builders Club Story hour on the 3rd Saturday of the month. If this story hour is successful they will hold a program here on the 1st or 4th Saturday of the month too.

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.

NURSERY RHYME TIME- The Library staff ran for 2 six week sessions of this program in 2015. One ran from late February through March and one from early October into early November. Each story time featured rhymes, rhyming stories, music and activities directed at children ages 6 months to 24 months. There were 6 children registered in each session.

Kindergarten Visits –The seven Lewiston Porter Kindergarten classes visited in spring of 2015. 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 'Every Hero Has A Story' for the 2015 summer reading program. The program ran from Monday, June 29th, through Friday, August 7th under the direction of summer reading program coordinator, Heidi Lauger. The following is Heidi's review of the program.

Youngstown Free Library 2015 Summer Reading Program Summary

Drama Club

This was my first experience running a drama club, so having a report from last year's coordinator to read was extremely helpful. Having Alicia to assist me was also very helpful, she did a great job jumping in when needed and I never had to ask her to do anything, she showed great initiative the entire time.

This year I had 15 kids attend drama club consistently, with one other who dropped after the first week. Per Maria's suggestion from last summer, I chose a play and performance date ahead of time and clearly communicated this to parents to make sure there were no conflicts with attendance. Overall attendance among the 15 participants was good; no one missed more than one practice and three were unable to be at the dress rehearsal.

One thing that worked well and made drama club a success was that I found a different drama/acting-related game to play each week. When the kids started getting too crazy or we needed a break from rehearsing, I threw in a game or activity just to change things up a little. The kids responded well to this and were more focused when we returned our attention to the play. It also gave them something to look forward to each week, as I told them we would do something fun every Monday but the type of game or activity was a surprise. There were naturally some challenges I faced as well. None of the kids were major misbehavior problems, but some of them had trouble focusing and had to be constantly re-directed. In these instances it was very helpful to have Alicia there so I could focus on the issue and she could keep the other kids going. Another challenge was finding a play that was age-appropriate, long enough, and easily learned in 6 weeks.

Monday Craft Time

We had a lot of kids show up for craft time this summer, with numbers ranging between 15 and 23 kids each week. I feel that the summer reading theme 'Every Hero Has A Story' was a big draw this year. The kids seemed to really enjoy the crafts and each craft session ran smoothly; again, it was very helpful to have Alicia. The high number of kids each week did make space a challenge; a couple of times we had to move to the gym for craft time due to the high number of participants. This was not the best place to do craft time as it was very noisy and the kids wanted to run around. If I could do things over again, I would have used the board room upstairs for craft time; this would provide the space needed without the distraction of being in a gym.

Wednesday Story Hour

Attendance at Story Hour ranged between 8 and 24 kids this summer. Things ran smoothly and we had good attendance despite the weather being cool almost every Wednesday! Library volunteer Nate Swanson was very helpful with everything and I was grateful for his assistance. Book checkouts at the park were infrequent; it seemed like people appreciated having the option of checking out books but most did not have their library cards with them.

Jan scheduled Grigg-Lewis interns from Nioga to come for four of the Wednesday Story Hours. They did an excellent job and the kids really liked the games and crafts they brought.

Submitted by Heidi Lauger

The finale for the Reading at Home Club was held after the drama club play. Certificates of participation and prizes were awarded.

An adult reading program was held from July 6th to August 7th.

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 January of 2015.

The Little Library had some problems and did not have books in it for several months, however it has been repaired and the books are replaced as needed.

ADULT PROGRAMMING

The Youngstown Free Library Book Discussion Group continues to meet at the library the the 2nd Wednesday of each month at 7:00pm and in 2015 had 8 members. Each month a different book is read and discussed by the group and thoughts shared. Books are chosen from member recommendations.

A Gadgets and Gear class was held in the November 9th. The class was taught by Sara Taylor from BTOP Express/NIOGA. Each person was asked to bring their own gadget or electronic gear and questions. 9 people attended.

FUNDING

See financial report for exact amounts.

The Youngstown 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, Senator Ort, 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, Rita Rolfe, in September of 2015. It raised \$12832.50. Thank you to Maggie Steyn, Lynn Funk, Steve Bowen, the Swat Team of the Friends and the entire Friends Board of Directors for their many hours of work on this drive.

STAFF

Director: Jan Gilgore -- November 1991 to present

Library Clerks: Marcella Jones: October 2012 to present

Rochelle Baumgardner: March 2013 to October 2015

Marlene Wessel: October 2015 to present

Page: Alicia Hughes: May 2014 to present

PATRON SERVICES

In 2015 the library was open 1623 hours during which we had about 9467 patrons visit. In addition there were 103 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 2015.

During 2015 the Library offered copier services at \$.15 per page. The Library sells reduced rate copy cards, 50 copies for \$5.00. Fax and copy usage was up in 2015 due to the lack of other public copiers and fax machines in the village.

The library offers 4 public access computers with high speed internet connections plus the AWE Early Literacy Center is in the Children's room. 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 "Guess the author or book from a quote" table. Questions were leveled so that all ages could participate.

Benjamin Stayner was the Ruby Carey Scholarship winner for 2015.

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.

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 2015 the library displayed books on electronic devices, love stories, Pi Day/math, the arts, mothers, cats, cancer, sleep and banned books.

The office area was renovated under the supervision of Trustee Joan Spira. Open shelves were replaced with cupboards and the area was painted, by Trustees Joan Spira, Paul Inskip and Mary Wieland. A new rug was also installed.

The reading room in the library was made more welcoming by Trustees Rita Rolfe, Michelle Vanstrom, and Diana Newton with the addition of an electric fire place and area rug. A individual cup coffee machine was also added to the reading room. The beverages are complements of the library though donations are accepted. The sale books were moved to the nonfiction.

NIOGA,

- The mission of the Nioga Library System is to extend and improve library services to the residents of Niagara, Orleans and Genesee Counties by assisting local libraries in meeting the information needs of their communities through leadership, education, inspiration, and enhanced resource sharing (Adopted September 1994).
- *Vision Statement* - The vision of the Nioga Library System is to guide the member libraries through the 21st century by continuous research and implementation of appropriate services and technologies (March 2001).

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 2015 the system switched from Freegal for music downloads to Hoopla for music, movie, TV, comic and e-book downloads. They can also download from Overdrive for e-books and Zinio for magazines.

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

VOLUNTEERS

Volunteers worked approximately 518 hours at the circulation desk in 2015. Circulation desk volunteers also help with shelving, shelf reading, filing, cleaning, weeding, and setting up displays. At minimum wage of \$8.75 per hour the circulation desk volunteers saved the library over \$4532.5.

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 Joan Spira 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. Wierpert, 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 community.
- 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 hours of service.
- Tina Oddy and all the Middle School Builders Club Volunteers for the monthly Saturday story hours they provide.
- To the retiring Trustees Joan Spira & Richard Powell for their very hard 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 their generous contributions of time, materials, and funds.

Respectfully Submitted by
Jan Gilgore
Library Director
January 21, 2016

Youngstown Free Library

31-Dec-15

Received

Received YTD

To Be Received

November 1 to December 31, 2015

REVENUE

BUDGET 2015

	BUDGET 2015	Received	Received YTD	To Be Received
TOWN OF PORTER	\$75,593.22	\$0.00	\$75,593.00	\$0.22
NIAGARA COUNTY	\$5,700.00	\$0.00	\$6,175.00	-\$475.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$128.70	\$71.30
LEGISLATIVE INITIATIVE	\$0.00	\$5,000.00	\$5,000.00	-\$5,000.00
FINES/ COPIER/ FAX	\$1,200.00	\$568.50	\$1,811.65	-\$611.65
INTEREST	\$6,000.00	\$644.07	\$4,472.78	\$1,527.22
GIFTS	\$1,000.00	\$0.00	\$2,000.00	-\$1,000.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$7,930.00	\$12,832.50	\$1,167.50
MISCELLANEOUS	\$100.00	\$22.00	\$184.63	-\$84.63
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$133,293.22	\$14,164.57	\$122,198.26	\$11,094.96

EXPENDITURE

	2015	Spent	Spent YTD	Remains in Budget
	Budget	September 1-October 30, 2015		
PERSONNEL				
SALARIES (GROSS)	\$58,000.00	\$7,815.45	\$49,356.53	\$8,643.47
SR PROG COORDINATOR	\$1,300.00	\$25.00	\$800.32	\$499.68
SOCIAL SECURITY & MEDICARE	\$4,458.00	\$599.81	\$3,873.50	\$584.50
ANCILLARY BENEFIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$217.00	\$83.00
NEW YORK STATE DISABILITY	\$400.00	\$0.00	\$227.83	\$172.17
WORKER'S COMPENSATION	\$575.00	\$0.00	\$267.15	\$307.85
TOTAL PERSONNEL	<u>\$67,033.00</u>	<u>\$8,440.26</u>	<u>\$54,742.33</u>	<u>\$12,290.67</u>
LIBRARY MATERIALS				
AV Materials	\$2,500.00	\$420.67	\$2,916.47	-\$416.47
BOOKS	\$20,000.00	\$1,855.09	\$19,215.28	\$784.72
COMPUTER SOFTWARE	\$100.00	\$0.00	\$0.00	\$100.00
SUBSCRIPTIONS	\$3,100.00	\$1,912.14	\$3,201.16	-\$101.16
TOTAL LIBRARY MATERIALS	<u>\$25,700.00</u>	<u>\$4,187.90</u>	<u>\$25,332.91</u>	<u>\$367.09</u>
OPERATING EXPENDITURE				
ALMS FEE	\$7,750.00	\$1,271.70	\$7,630.20	\$119.80
HOUSEKEEPING	\$200.00	\$9.00	\$94.10	\$105.90
INSURANCE	\$2,900.00	\$0.00	\$2,723.18	\$176.82
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$252.22	\$2,255.04	-\$755.04
MAINT. - REPAIRS	\$400.00	\$0.00	\$1,194.90	-\$794.90
POSTAGE	\$950.22	\$26.80	\$349.19	\$601.03
PROMOTIONAL	\$200.00	-\$7.74	\$136.96	\$63.04
RENT	\$12,000.00	\$0.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$648.01	\$2,668.47	\$531.53
TELEPHONE *	\$1,150.00	\$250.98	\$1,405.02	-\$255.02
TOTAL OPERATING EXPENDITURE	<u>\$30,250.22</u>	<u>\$2,450.97</u>	<u>\$30,457.06</u>	<u>-\$206.84</u>
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$501.68	\$501.68	\$498.32
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$7,795.31	-\$7,295.31
TOTAL CAPITAL EXPENDITURES	<u>\$1,500.00</u>	<u>\$501.68</u>	<u>\$8,296.99</u>	<u>-\$6,796.99</u>

MISCELLANEOUS

Accounting	\$950.00	\$594.00	\$1,353.00	-\$403.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$1,560.00	\$0.00
CPA-990	\$750.00	\$0.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$1,085.05	\$1,765.85	\$234.15
Payroll	\$650.00	\$98.80	\$641.80	\$8.20
Payroll Taxes	\$500.00	\$50.84	\$323.24	\$176.76
Unforeseen	\$500.00	\$107.29	\$266.12	\$233.88
TOTAL MISCELLANEOUS	\$8,310.00	\$2,195.98	\$6,505.01	\$1,804.99
TOTAL OPERATING EXPENDITURE	\$133,293.22	\$17,776.79	\$125,334.30	\$7,458.92
FUNDS				
SCHOLARSHIP FUND	\$500.00	\$0.00	\$500.00	\$500.00
TOTAL FUNDS				
TOTAL EXPENDITURES	\$133,793.22	\$17,776.79	\$125,834.30	\$7,958.92

Income (Loss)

-\$3,636.04

Fund Balances January 1, 2015

\$262,417.33

Realized Gains (Losses) on

Investments

\$143.60

Change in FMV on Investments

-\$3,420.01

Total Fund Balances YTD

\$255,504.88

YOUNGSTON FREE LIBRARY
BALANCE SHEET
DECEMBER 31, 2015

ASSETS

Petty Cash	100.00
First Niagara Checking	16,251.46
Morgan Stanley 828-107169-346	212,408.25
Morgan Stanley 828-107170-403	21,920.96
Merrill Lynch (Scholarship)	4,824.21

TOTAL ASSETS 255,504.88

Fund Balances

Unrestricted

General	11,255.26
Marie Braun Memorial	261.38
MaryGrace Foote Memorial	1,042.29
Total Unrestricted Funds	12,558.93

Restricted

Automation	52,811.73
Operating Reserve	103,025.73
Special Projects	81,570.21
Scholarship Donated	4,824.21
Fitch Cady Fund Donated	714.06
Total Restricted Fund Balance	242,945.95

Total Fund Balances 255,504.88

Youngstown Free Library
66th Annual Association Meeting
Monday, January 25, 2016

President's Report

The Youngstown Free Library Board of Trustees worked diligently to make improvements in many areas of Library management and services in 2015.

- Financial investments were carefully reviewed and an investment policy protecting the principal of our investments was adopted. A change in investment advisors was made due to the exit of our former advisor. The Board elected to stay with a new advisor at the same company, Morgan Stanley Investment Company. A change from investments in costly bonds to a program of laddered CD's is being slowly implemented. Investment expenses were dramatically decreased.
- A procedure for contracting for capital projects was established. It was utilized for the approximately \$9,000.00 renovation of the Library Office which included new storage cabinets, carpeting and seating for staff. We are grateful for the good deal of volunteer work that went into this renovation by Joan Spira, Paul Inskeep and Mary Wieland.
- The Board welcomed Paul Inskeep, a returning Board member to fill a one-year vacancy on the Board.
- Joan Spira once again organized the display of children's art work for the Children's room from several local sources. Carol Correno and Doug Howard reach out to local artists to provide a rotating display for the Reading Room. Thank you to these volunteers for helping to create an enjoyable atmosphere for patrons as well as a place to feature the work of both the young and mature artists of our community.
- A Governance Committee was created to review policies and by-laws.
- A Code of Ethics and Conflict of Interest policies were adopted by the Board.
- The Ruby Carey Scholarship was presented to Benjamin Stayner by Dick Powell and Jan Mathews. Benjamin is very active in music and in our community. He is attending university to study music and engineering. We wish him well.
- A Vision Committee was established to consider the future of the Library as well as plan some short term programs to be offered to the community. A series of technology workshops and a Soup Club have been established. Planning is ongoing.
- Several members of the Vision Committee, including representatives from the Friends Board, visited area libraries including, Hamburg, Medina, Holley, North Tonawanda and Westfield to glean ideas that we might implement in Youngstown.
- A people counter was installed to give baseline data for use of our Library.
- Community Representatives have been asked to serve as Advisors to the Board of Trustees in the areas of finance, library service, programming, space planning, and

public relations. They will be a great asset as we continue our long term planning process. Their commitment is very much appreciated.

- Members of the Friends Board and separately, the Board of Trustees met with facilitator, Paul Clark to work through a forced choice brain storming activity to generate ideas for our Library of the future. Many ideas were brought fourth and have been categorized into four areas: space usage, community outreach, program planning and use of technology. The results provide direction for future planning.
- A new staff member, Marlene Wessell replaced one of our former support staff. She is a friendly and enthusiastic addition to the Library Family.
- Relationship between the Friends Board and Library Board of Trustees was enhanced through meetings of the two Presidents, inclusion of Friends members on the Vision and Advisory Committees and a Christmas Social sponsored by the Friends.
- To improve communication with the Community, Vision Committee members, Shelley Vanstrom and Maggie Steyn set up an e-mail service. It will be managed by the Library staff. Messages will be sent to the community regarding Library Activities a few times a month. It is hoped that this service will grow and will be used by Youngstown community organizations, perhaps in the form of a community calendar.
- A grant application for \$5,000.00 for future planning, prepared by Shelly Vanstrom, Maggie Steyn and Rita Rolfe was submitted to the Niagara Foundation. Although we were not successful in this attempt, information gathered and the experience of writing the grant provides a good background for further grant applications.
- The Reading Room has been made cozier with the addition of a fireplace and carpet donated by Shelly Vanstrom. A coffee/hot chocolate service has also been added.

While there is much work to be done, I believe we are at the threshold of developing plans that include the input of the community we serve. I am confident that we will create a library that is sustainable well into the future and that provides excellent service to the residents of the Town of Porter and beyond.

I wish to thank the Library Staff, the Friends of the Library, the Board of Trustees and all of the volunteers who help to make our Library a special community service. You all give of your time and talent to enhance the Youngstown Community. In addition, I would like to thank the Town of Porter and the Village of Youngstown who provides major funding to the Library. A special thanks to all of the patrons who support, love and utilize our community treasure. Thank you!

Respectfully submitted,

Rita Rolfe, President of the Youngstown Board of Trustees



Friends of the Youngstown Free Library

2015 Summary Report for the Library Board of Trustees January 25, 2015

By Charlotte Clark, Friends President (outgoing)

2015 Board of Directors

Charlotte Clark*, president

Lynn Funk, vice president

Heidi Lauger, secretary

Bill Siddall, treasurer

Directors: Steve Bowen, David Brooks*, Christine Foster*, Jan Howard, Faith Koch, Sue Larrabee, Molly Marietta, Philip Miller, Tom Patrick

Trustee Liaison: Maggie Steyn

*Term ended in 2015

2016 Board of Directors

Heidi Lauger*, president

Lynn Funk, vice president

Jan Howard*, secretary

TBD, treasurer

Directors: Mary Armstrong*, Steve Bowen, David Brooks, Christine Foster, Steve Frank*, Tanya Fura*, Faith Koch, Sue Larrabee, Molly Marietta, Philip Miller, Tom Patrick

Trustee Liaison: Maggie Steyn

*Elected at January 20, 2016 Annual Meeting of the Friends

Financial Summary Attached

Membership: 282 due-paying members

Fundraisers in 2015 - Eight Events

Chili Cookoff at Bandana's, Bowling for Books; Desserts in the Stacks; Spring Book Sale; Bandana's Kickback Dinner; Street Dance Water Sale; Fall Book Sale; Bake Sale at Christmas in the Village

Gifts to the Library

The children's summer reading program and reading program coordinator; adult summer reading program; adult Playaways; Book Page subscription; Sunday *New*

York Times subscription, Old Fort Niagara family pass; bus transportation for Lew-Port Kindergarten class visits to the library; the holiday candy guess

New in 2015

Base set of Playaways for children; AWE tablet for elementary children; 5 new orange chairs for the Children's Room

Annual Fund Drive

- Volunteers folded, stuffed and labeled approximately 1,800 letters that were mailed to residents within the 14174 zip code
- \$12,832.50 was raised for the library

Gift to the Community - \$300 Ruby Carey Scholarship

Notes of Thanks

Jan Gilgore – Thank you for ongoing support, guidance and participation in our meetings.

Maggie Steyn – Thank you for your continued interest, enthusiasm and participation in the Friends group and for the many, many volunteer hours you give to its efforts.

Thank you to the Trustees who baked for Desserts in the Stacks and the Bake Sale and for those who attended fundraisers. Thank you for welcoming our directors' participation in the Vision Committee, too.

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.