

YOUNGSTOWN FREE LIBRARY 65TH ANNUAL ASSOCIATION MEETING

JANUARY 27, 2014

PRESENT: Sue Wahl, Murray Rolland, Darcy Paepflow, Joe Cecconi, Maggie Steyn, Diana Newton, Charlotte Clark, Richard Powell, Joan Spira, Linda White

EXCUSED: Rita Rolfe, Mary Grace Foote, Jan Boccanera

CALL TO ORDER: President Sue Wahl called the meeting to order at 6:31 P.M.

Maggie Steyn was elected as Corresponding Secretary Pro-Tem

Linda White was elected as Secretary Pro-Tem

MINUTES: of the January 28, 2013 were accepted unanimously. Motion to accept (Joe Cecconi, Richard Powell)

NOMINATING COMMITTEE: Chairman Murray Rolland presented the following Trustees for 3 year terms: Joan Spira 2014 – 2017 and Maggie Steyn 2014 – 2017. Both were approved unanimously.

LIBRARY DIRECTOR'S REPORT: Jan Gilgore, motion to accept (Richard Powell, Diana Newton)

TREASURER'S REPORT: Joe Cecconi, motion to accept (Richard Powell, Diana Newton)

FRIEND'S PRESIDENT: Charlotte Clark

LIBRARY BOARD PRESIDENT'S REPORT : Sue Wahl motion to accept (Murray Rolland, Joe Cecconi)

OLD BUSINESS: None

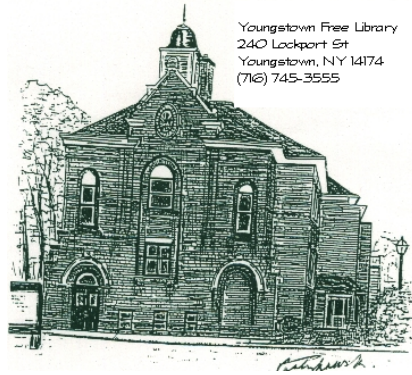
NEW BUSINESS: None

PUBLIC COMMENTS: None

ADJOURNMENT: Passed unanimously at 7:01 P.M. (Richard Powell, Joe Cecconi)

February 24, 2014 – 7:00pm Trustee Meeting

Respectfully Submitted, Linda White



**YOUNGSTOWN FREE LIBRARY
DIRECTOR'S ANNUAL REPORT FOR 2013
PRESENTED - JANUARY 27th 2014**

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 2013. 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 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, jugglers, the bubble man, a carnival and visitors from the museum of science were all part of summer 2013.

Terrie Bednarczyk left the program in the spring of 2013. She was replaced by Amanda Shackelford.

Romana Lockhart retired from the program in December of 2013. She had worked in the program for 28 years. Heidi Lauger began working in the program in December 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 2013. The visits included a library tour and stories. Several classes take the opportunity, when weather permits, 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 "*Dig into Reading*" for the 2013 summer reading program. The program ran from Monday, June 24th, through Friday, August 3rd. As part of the program there was a Readers-Theater Drama Club, a

Reading at Home Club, and the Wednesday story hours in the Faulkner Park. We also had NIOGA Story tellers for 3 programs in the park. The Drama Club presented a readers theater program on 2 folk tales The scarfaced Girl and Stone Soup. 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 July 1st to August 2nd. 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 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 for their cooperation and help at Wednesday story hours at Falkner

OUTREACH:

The library manager visited the Children's Place in 2013

ADULT PROGRAMING

The Friends of the Library held the fund raiser/social event Dessert, Wine, etc in the Stacks in the spring of 2013. All desserts and appetizers were made by members of the Friends Board and the Board of Trustees and the recipes came from books in the library.

The Youngstown Free Library Book Discussion Group continues to meet at the library the the 2nd Wednesday of each month at 7pm and in 2013 had 12 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 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 2013. It raised \$15535. 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:

Gaylynn Long: August 2006 to April 2013 (Gaylynn moved back to Colorado to be closer to family)

Marcella Jones: October 2012 to present

Rochelle Baumgarter: March 2013 to present

Page:

Adam Winkworth: July 2012 to present

PATRON SERVICES

In 2013 the library was open 1694 hours during which we had about 9477 patrons visit. In addition there were 117 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 14 holidays in 2013.

During 2013 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 1367 times during 2013. 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 "make a bookmark" craft table. Also, attendees were asked to fill out a library survey.

On Labor Day 2013 the library took part in the Youngstown Volunteer Fire Company's parade. The library was represented by a float featuring the many activities that can be done with a library card. . Walkers handed out Library Bracelets to the crowd. The float took 1st prize of \$75. Thank You to Board Members Mary Grace Luff-Foote, Rita Rolfe and former Trustee Melody Chebue

Kelsey Jeffs was the Ruby Carey Scholarship winner for 2013. She is studying at Buffalo State College.

AUTOMATION AND COLLECTION

The collection changes constantly due to additions and space considerations. 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.

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 2013 the library displayed books on computers and other electronic devices, friends and friendship, Ireland and its people, humor, weddings, gardening, libraries and reading, soups, breads and crock-pot recipes and organization.

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 patron may use Fregal for 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 and special collections. The Youngstown Free Library uses a rotating large print collection every 3 months to enhance its own large print collection

VOLUNTEERS

Volunteers worked about 494 hours at the circulation desk in 2013. 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 \$3500.

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.
- To the retiring Board members Jan Boccanera and Joe Cecconi for their hard work.
- 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 23, 2013

CIRCULATION	CIRC & HOLDINGS COMPARISON											TOTAL
	ADF	ADNF	J Fic	JNonfic	CAS	CD	DVD	VIDEO	NFPER	Other		
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	
2013	7230	3075	4852	2147		1527	3064	176	2973	69	25113	
HOLDINGS	ADF	ADNF	J Fic	JNonfic	CAS	CD	DVD	VIDEO	NFPER	Other	TOTAL	
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	
2013	7937	6000	6431	3775		1373	849	286	903	67	27621	

Year # of Card

2010 Y=1862 NRes=167
Total=2029

2011 Y=1948 NRes=182
Total = 2130

2012 Y=1986 NRes=197
Total=2183

2013 Y=2028 NRes=205
Total=22333

Budget for 2013

12/31/13

REVENUE

Income Budget for 2013

		Received	to be received
TOWN OF PORTER	\$72,654.00	\$72,658.00	-\$4.00
NIAGARA COUNTY	\$5,700.00	\$5,758.65	-\$58.65
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$500.00	\$1,281.00	-\$781.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,500.00	\$1,159.84	\$340.16
INTEREST	\$5,000.00	\$7,076.60	-\$2,076.60
GIFTS	\$1,000.00	\$680.00	\$320.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,000.00
Annual Drive	\$14,000.00	\$15,535.00	-\$1,535.00
MISCELLANEOUS	\$200.00	\$72.20	\$127.80
Grant Funds	<u>\$0.00</u>	<u>\$895.00</u>	<u>-\$895.00</u>
TOTAL REVENUE	\$129,554.00	\$119,116.29	\$10,437.71

Youngstown Free Library

EXPENDITURE

		12/31/14	
	Expenses for 2013	Spent	Remains in Budget
PERSONNEL			
SALARIES (GROSS)	\$52,530.00	\$46,276.66	\$6,253.34
SR PROG COORDINATOR	\$1,100.00	\$189.00	\$911.00
SOCIAL SECURITY & MEDICARE	\$4,240.00	\$3,554.70	\$685.30
ANCILLARY BENEFIT	\$4,200.00	\$1,070.78	\$3,129.22
MEMBERSHIPS	\$300.00	\$301.00	-\$1.00
NEW YORK STATE DISABILITY	\$450.00	\$205.77	\$244.23
WORKER'S COMPENSATION	<u>\$550.00</u>	<u>\$526.00</u>	<u>\$24.00</u>
TOTAL PERSONNEL	\$63,370.00	\$52,123.91	\$11,246.09
LIBRARY MATERIALS			
AUDIO VISUAL MATERIALS	\$1,800.00	\$2,247.93	-\$447.93
BOOKS	\$19,315.00	\$16,756.62	\$2,558.38
COMPUTER SOFTWARE	\$100.00	\$215.95	-\$115.95
SUBSCRIPTIONS	<u>\$2,560.00</u>	<u>\$3,343.53</u>	<u>-\$783.53</u>
TOTAL LIBRARY MATERIALS	\$23,775.00	\$22,564.03	\$1,210.97
OPERATING EXPENDITURE			
ALMS FEE	\$7,000.00	\$7,337.25	-\$337.25
HOUSEKEEPING	\$600.00	\$44.40	\$555.60
INSURANCE	\$3,000.00	\$2,661.45	\$338.55
MAINT. - OFFICE EQUIPMENT	\$1,900.00	\$1,308.00	\$592.00
MAINT. - REPAIRS	\$400.00	\$268.12	\$131.88
POSTAGE	\$875.00	\$853.41	\$21.59
PROMOTIONAL	\$350.00	\$132.77	\$217.23
RENT	\$12,000.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$2,864.20	\$335.80
TELEPHONE *	<u>\$824.00</u>	<u>\$1,371.81</u>	<u>-\$547.81</u>
TOTAL OPERATING EXPENDITURE	\$30,149.00	\$28,841.41	\$1,307.59
CAPITAL EXPENDITURE			
EQUIPMENT	\$1,500.00	\$1,513.09	-\$13.09
MAJOR IMPROVEMENTS	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$1,513.09	\$1,986.91

MISCELLANEOUS

Accounting	\$700.00	\$845.00	-\$145.00
Audit	\$1,500.00	\$0.00	\$1,500.00
Bookkeeping	\$1,560.00	\$1,560.00	\$0.00
CPA-990	\$1,150.00	\$575.00	\$575.00
Investment & Advisory Fees	\$2,000.00	\$682.32	\$1,317.68
Payroll	\$450.00	\$540.20	-\$90.20
Payroll Taxes	\$600.00	\$312.50	\$287.50
Unforeseen	<u>\$300.00</u>	<u>\$226.61</u>	\$73.39
TOTAL MISCELLANEOUS	\$8,260.00	\$4,741.63	\$3,518.37

FUNDS

SCHOLARSHIP FUND	<u>\$500.00</u>	\$500.00	\$0.00
TOTAL FUNDS	\$500.00		\$500.00
TOTAL OPERATING EXPENDITURE	\$129,554.00	\$110,284.07	\$19,269.93