

YOUNGSTOWN FREE LIBRARY 68th ANNUAL ASSOCIATION MEETING

Date: January 22, 2018 Time: 6:30 pm

Present: Rita Rolfe, Maggie Steyn, Mary Wieland, Karran Swayze, Heather Crumlish, Paul Inskeep, Diana Newton, Claudia Andres, Jerome Andres, Barbara Costello, Sonora Miller; Library Director & Jan Howard (President of the Friends)

Absent: Kevin Cassick

Call to Order: By Rita Rolfe at 6:34 pm

Nomination of President and Secretary Pro-Tem: Rita Rolfe was elected President & Paul Inskeep was elected as Recording Secretary Pro-Tem. Motion/Second: Karren Swayze/Heather Crumlish. Motion carried.

Minutes: The minutes of the Annual meeting of January 23, 2017 were accepted as read.

Election of New Board of Trustees: Heather Crumlish presented the following slate of nominees for the board of Trustees:

Jerome Andres.... Board of Trustees first 3-year term 2018-2021

Claudia Andres....Board of Trustees first 3-year term 2018-2021

Barbara Costello...Board of Trustees first 3-year term 2018-2021

Mary Wieland.....Renewal of first 3-year term 2018-2021

There being no further nominations from the floor, the nominations are closed and the Secretary Pro-Tem cast one vote for the slate of nominees as presented. Motion/Second: Paul Inskeep/Heather Crumlish. Motion carried. The board welcomed the new trustees.

Annual Reports:

Library Director's Report-Sonora Miller: Sonora highlighted many of the programs that were successful this past year, both Children and Adult. She covered changes to the building and grounds, the collection and space, her involvement with the Community and outreach. She is an active member of the YBPA, attends both Village and Town board meetings, regularly meets with the local school administrations and talks directly to the class rooms about the programs being offered. In 2017 there were a total of 154 adult and children's programs offered at the Library with 2725 attendees, up from 2016 by 2036 attendees! Three new Internet computers were purchased for the patrons this past year, replacing the obsolete ones. Sonora graciously thanked everyone who took part in the many aspects of the library, from her workers & volunteers to her patrons & supporters. Rita thanked Sonora for her report & all she has accomplished in just the 9 months she has been Director. The chart showing programs and attendees, comparing the last 3 years is outstanding! The report was accepted and filed. **(See Annual Director's Report dated January 22, 2018 for more detail)**

Financial Report- Maggie Steyn: Maggie went thru the many changes that happened in 2017 We started off in 2017 with a deficit budget of nearly \$30,000. Due to income exceeding that of budget and expenses less than budgeted the deficit was much less than anticipated. Final figures have not yet been finalized. Maggie and Sonora interviewed and hired a new Accounting firm which will do the purchasing and

bookkeeping duties also. This will be in place 2018. The 2017 Fund Drive raised \$11,560, less than last year but never the less we are always grateful for the communities support. Rita thanked Maggie for her report and especially for all her hard work. The report was accepted and filed. **(See Annual Financial Report dated January 22, 2018 for more detail)**

Library Board President's Report- Rita Rolfe: Rita complimented the board, working as a team and working well together for the betterment of the Library. She thanked the new Trustees for joining and looked forward to their input the next 3 years. Jan Mathews term was up and we welcome Heather Crumlish as the new Corresponding Secretary. Heather has "big boots" to fill as Jan wrote beautiful, heartfelt Thank-you notes. In April 2017 we had the pleasure of welcoming Sonora Miller as our new Library Director, replacing Jan Gilgore who retired in April 2017. Sonora was selected from over 20 applicants who applied for the position, and comes to us with a wealth of experience, enthusiasm and dedication. Funding continues to be a challenge as the Town did not give us an increase as in the past and we will not hear from the Village until the fiscal planning is complete in the spring. The Board will be continually meeting with the NIOGA Director to discuss Library sustainability, including funding options. Sustainability is our number one goal. Rita reiterated the solid relationship between the Trustees and Friends boards through improved communications. The Friends are an invaluable group, always working to support our Library. She concluded by thanking our Library Director, Library staff, the Trustees, Friends, all the volunteers, Senator Ortt, Town of Porter, Village of Youngstown, Niag. Co. Legislature, Lion's Club and patrons for all the work and financial support, making our Library a special place in the community. Rita's report was accepted and filed. **(See Annual President' Report dated Jan. 22, 2018 for more detail)**

Friends of the Library Report-Jan Howard for Heidi Lauger: Jan reviewed the highlights of the Friends Board, which now has 14. Dues paying membership is 274+ (anyone donating \$50 or more to the Fund drive are Friends members). The friends ran 11 fundraisers and gave numerous gifts to the library, including a barcode scanner, shelving, new receipt printer and many more other needed items. The Friends also gave a \$500 Ruby Carey Scholarship award to a Sr. at Lew-Port. The fund drive for 2017 raised \$11,560 from 176 responses. Lynn Funk was awarded the "Mary Andrus Outstanding Service Award for 2017". Lynn was a past Friend's Director and Officer. Bill Siddall's financial statements are also attached for the Friends. Heidi thanked everyone for their participation and the Trustees for their help. Rita thanked Heidi & Jan for their reports and for all their hard work raising funds. Jan Howard (Friends 2018 President) concluded with a highlighted report of upcoming events for 2018. She handed out a reminder of the "Chili cookoff", an annual event at Bandanas Feb. 4th from 2-5 pm. A fun get together with the proceeds going to the Library. All the Friends reports were accepted and filed. **(See Annual Report Friends President/Treasurers Report/Jan's Report dated Jan 2018 for more detail)**

New Business:

Pre-approve payment-Motion made to: "Pre-approve payment of the following schedule of recurring expense commitments for the 2018 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 accounts & payroll preparation and payroll tax payment
- Alms fees
- Housekeeping
- Postage
- Rent

- Internet & Telephone

Motion/Second: Maggie Steyn/Paul Inskeep

Public Comment: None

Adjournment: 7:15 Motion/Second: Maggie Steyn/Paul Inskeep

Respectfully Submitted: Paul Inskeep, Recording Secretary Pro-Tem
Board of Trustees, Youngstown Free Library

Director's Report

Annual 2017

This was a year of change, as director Jan Gilgore retired in April after twenty-five years of serving the public. A well-earned retirement!

Building and Grounds

Sonitrol inspected our security camera set-up, and Magic Carpet Cleaning Services cleaned the carpets. H.W. Bryk and Sons added deadening technology to lower the sound of the fans in the children's and non-fiction rooms, installed air return registers in two rooms, and they also repaired a significant water leak in one of the HVAC units.

The Children's Room's curtains were removed, and its windows were painted by Alina Patterson.

The Programming Room saw changes to its space, thanks to funding from the Friends of the Library. Folding child-proof barriers were installed to protect the kitchenette and the air conditioner. The mural hanging hardware was designed and built this fall, and a mural was painted by Laurel Price.

The storage area was cleaned, and nearly 50 feet of shelving was installed for additional storage.

The computer station at the Front Desk was altered and raised. A public computer carrel was renovated to accommodate the depth of a new magnifier machine.

These are all long-term upgrades with a focus on sustainability.

Collection & Space

The VHS collection was discarded, and significant weeding and shifting of all book and A/V collections was begun.

The inventory was begun, allowing staff to diagnose and fix errors in the collection. The juvenile non-fiction and juvenile fiction collections were inventoried, and missing books from that collection will either be replaced or have their catalog records deleted. Discarded books from the picture book collection were moved to the Programming Room to provide a gift library for children.

The rotating art collection featured works by Linda Parlato, Tom Sullivan, and other artists.

Community Partnerships & Outreach

In the community, the Library was an active member of the Youngstown Business and Professional Association. As such, members of the Board and the Director attended all meetings in 2017. I regularly attended the monthly Town of Porter meetings and the Village Board meetings to represent the Library to local political leaders and share information about the Library.

In community events, the Library actively participated at the Summer Street Dance in June and the Old-Tyme Caroling in the Village in December.

Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555 www.youngstownfreelibrary.org

I met with the school superintendent (Paul Casseri) and the principals of the Primary Education Center (Tamara Larson) and the Intermediate Education Center (Julie Gajewski) on May 25. We were able to commit to several school-library partnerships. I regularly attended Board of Education meetings to learn more about events in the schools and meet with administrators and teachers. I represented the library on the committee for *One District, One Book*, a district-wide reading program which will be running from January to April 2018.

After meeting the school administration officials, I branched out to the individual schools, and I spoke to Mrs. Dumoulin's first grade class on May 30 at the Primary Education Center.

In November, I began a monthly Book Club and a monthly One-on-One Tech Class at the Senior Center. In December, I began biweekly storytimes for toddlers and preschoolers at the Children's House.

Grants & Fundraising

The Youngstown Free Library was awarded a 2017 Budget Aid grant of \$5,000, which was used to purchase new public computers and other technological updates.

The Friends of the Library funded many projects and updates in 2017, totaling \$11,416 in support.

The 2017 Annual Fund Drive brought in over \$11,600 in donations from the community.

TechSoup provided grants to the Library, which saved \$1,677 in software purchases for the new public computers.

I created a digital fundraiser through the Library Facebook page on the Tuesday after Thanksgiving, a day to support charities and non-profits. Our fundraiser raised \$800 from 23 donors.

Nioga/Member Library Partnerships & Continuing Education

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. Member libraries also benefit from Nioga's resource sharing (sharing use of button makers, children's storytime materials, and expensive inventory tech products).

Starting in 2017, Nioga went above and beyond to provide every Nioga member library with an organizational membership to the New York Library Association ***free of charge to the member libraries***. NYLA membership provides members with discounts on continuing education, networking opportunities with state-wide library professionals, and ongoing access to library resources. For Youngstown Free Library, we were granted two associate memberships and memberships for ***all*** trustees.

I completed a training in "opioid overdose prevention, including the use of intranasal naloxone to preventing death from an opioid overdose. This practice is legal under New York State Public Health Law section 3309 and under N.Y.C.R.R. Section 80.138" (*Certificate of Completion*, Erie County Dept. of Health). After receiving this hands-on training, I received 2 doses of intranasal naloxone to keep at the Library in case of emergency.

Programming in the Library

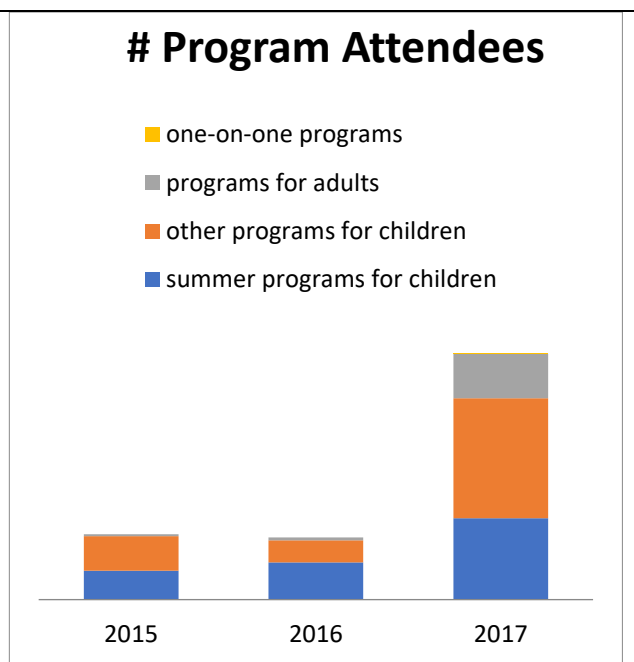
The Summer Reading Season went on for nine weeks with our traditional programs. Over 900 people attended the Summer Reading Programs, doubling the number of attendees over last year's programs. This summer we introduced the new Summer Reading Challenge. Children and teens got prizes for time spent reading. Participants in the Summer Reading Challenge read a total of 67,800 minutes in the eleven weeks the program ran. Over twenty kids reached the highest prize level of reading 1,000 minutes!

Regular continuing programs for children included the twice-weekly Town of Porter Story Hour, weekly LEGO Club, monthly Builders Club, and the annual candy guess and coloring contests. New programs included Harry Potter's birthday party, Library Adventurers at Falkner Park, Starry Night Storytime (evening storytime), Family Crafternoon,

Regular continuing programs for adults included monthly Book Club and several computer classes. New programs for adults included workshops from the Alzheimer's Association of WNY, Afternoon Book Club, Paint 'n' Sip programs, and the Author Talk and Book Signing.

Programs

	2015	2016	2017
Summer Programs for children: attendees	32	41	25
	320	413	903
Other programs for children: attendees	91	77	104
	385	244	1330
Programs for adults: attendees	2	4	24
	19	32	491
One-on-One programs: attendees	0	0	1
	0	0	1
Total number of programs: total number of attendees	125	122	154
	724	689	2725



* previous years' data provided by J. Gilgore, NYS Annual Report for Libraries

Publicity Updates

We maintained an active presence on the following social media sites:

Facebook: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: <https://twitter.com/ytownlibrary>

Instagram: <https://www.instagram.com/youngstownfreelibrary>

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I began writing and publishing the Library's newsletter on a semi-regular basis. The newsletters featured a short article, along with upcoming programs, Friends events, and changes to our operating hours. To add your name to the subscription list, sign up here: <http://eepurl.com/bzJNCT>

Technology

In keeping with my main goals to update and standardize the library's technology network and machines, three new patron Internet computers were purchased installed with grant funding. They are OS Windows 10 operating with the newest editions of Microsoft Office Suite, Mozilla Firefox, Google Chrome, Adobe Reader, and Deep Freeze. All three computers were standardized with a welcoming home screen image, helpful bookmarks, and simplified icons and Start options. All computer printouts now route to the Office printer.

A new donated magnifier machine was installed into its specialized carrel, and it's up and running to serve patrons with visual difficulties.

Volunteers

Thank you to our dedicated volunteers who donated their time and talents to the Library in 2017. Some worked during the Spring Cleaning Event to clean the Library's storage areas and back stairs and landings. Many volunteered in the Library to find books, help patrons, or assist with programs, and I am especially delighted to have welcomed four regular teen volunteers in 2017. Other volunteers assisted from further afield, aiding the Library in publicity services, community partnerships, and other services.

Thank you to the Board of Trustees, whose efforts and vision have allowed the Library to grow in 2017. They are dedicated volunteers who make thoughtful decisions and plan exciting changes for the Library.

Thank you to the Friends of the Library. All the Friends have been invaluable in fundraising to support the Library, and their tireless efforts are the best ambassadors the Library could have.

Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all!

Respectfully submitted,

Sonora R. Miller
Library Director

FINANCIAL REPORT

for the

ANNUAL MEETING – January 22nd 2018

The 2017 Budget was a deficit budget, with projected expenses being nearly \$30,000 above projected income.

Unfortunately, I cannot present the Year End actuals at this time, (the Accountant is still working on them) but it looks as if our actual income exceeded our budgeted income amount and our actual expenses were less than budget. So I think the net change for the year will be very small – certainly not \$30,000.

I would again like to thank Sonora for working so carefully within the confines of an inherited budget.

The 990 tax return was filed in May as required and 1099s are being prepared this week for receipt by recipients before the end of January.

Sonora was concerned that her fulfilling the role of book-keeper as well as being the purchasing person did not provide sufficient separation of duties, so in October, she and I developed an RFQ to look for a new Accounting service which would provide that service.

In addition, we wanted to have QuickBooks located separately from the Library Office, (having the accountant visit the office was not efficient or convenient) and we wanted to exchange accounting paperwork with the accountant electronically, ensuring security & providing paperless filing and historical backup.

We began 2018 using the new Accounting Service and the transfer appears to be going well.

We have raised \$11,560 in our 2017 Fund Raiser, which kicked off in October. This is less than 2016, (\$14,277) but we are nevertheless very grateful to the community for their support. Per tax-guidelines, I have sent Thank You letters to all donors of \$250 or more.

Copies of the 2018 Budget, which was adopted at our November meeting are in the ‘New Trustee’ binders and it will be posted to the website as soon as the 2017 Year-End Actuals are available (for comparison.)

Respectfully submitted,

Maggie Steyn

Treasurer

1-22-2018

Youngstown Free Library

68th Annual Association Meeting

Monday, January 22, 2018

Trustee President's Report

The Youngstown Free Library Board of Trustees worked as a team to make major improvements in library management and services in 2017. The following are some of the highlights of 2017.

- The Youngstown Free Library (YFL) held its Annual Meeting on January 25, 2017. The Board welcomed Karren Swayze (replaced Joan Spira in November 2016) to her first three year term 2017-2020. Also elected to a first three-year term (2017-2020) was Heather Crumlish. Maggie Steyn was elected to her second three-year term (2017-2020). Jan Matthews, who has very capably served as Corresponding Secretary, retired from the Board effective, Jan 2018.
- The Board under guidance of the nominating committee, headed by Heather Crumlish invited Claudia Andres, Jerome Andres to serve their first three-year terms (2018-2021).

They have kindly agreed to give their time and talents to our Board.

- At the 2017 January Board Meeting Trustee Officers were elected: Rita Rolfe, President; Diana Newton, Vice President; Maggie Steyn, Treasurer; Paul Inskeep, Recording Secretary and Janette Mathews, Corresponding Secretary.
- In April, The Board of Trustees welcomed Sonora Miller to the Youngstown Free Library as our new Director. She replaced Jan Gilgore who announced her plan to retire effective April 20th, 2017. Sonora was selected from a group of over twenty applicants. She holds a Masters' Degree in Library Science and comes to us with experience and a wealth of enthusiasm and dedication. The search committee was headed by Heather Crumlish and assisted by community members, Nancy Orsi, Gary Myers, and Kathleen Murphy.
- Our financial records, capably monitored by Treasurer, Maggie Steyn, and Director Sonora Miller, continue to be streamlined for accuracy and efficiency. A new accounting firm, JL Thom CPA, PC of Medina, was hired in November, 2017 to help ensure that we are following best accounting practices. Our 2017 budgeted financial deficit was resolved thanks to the financial management skills of our

Director and Treasurer.

- Our financial situation continues to be a challenge. The Board of Trustees approached both the Town of Porter, our major funding source and the Village of Youngstown to request additional funding. The Town of Porter usually gives the Library at least a 1 to 2 percent increase each year. The Town will not be giving the Library any increase for 2018. The Village of Youngstown cannot respond until their fiscal planning is completed this Spring.
- Library hours were changed to accommodate the Town of Porter Reading Program. The Library will open at 10 AM on Tuesdays and at 1PM on Thursdays. The Library is now open forty hours per week to better serve our patrons.
- Under the direction of our new Library Director, Sonora Miller, we have tripled the number of patrons using the Library, have had a large increase in the number of programs offered to patrons and provided a much greater outreach to the community. Our Library is a well-organized welcoming place to be. See the Director's report for details.
- The \$500.00 Ruby Carey Scholarship was presented to Nicole Rodamski. Heidi Lauger, President of the Friends of the Library, presented her with an additional \$500.00. We wish her well.
- Members of, the Board of Trustees continued to meet with Tom Bindeman, NIOGA Director, to discuss Library sustainability. Areas of space usage, funding options, and the use of technology were among the topics covered. The information helped provide direction for future planning.
- Relationship between the Friends Board and Library Board of Trustees was enhanced through improved communication with the Friends. This hardworking, generous group held several fund raisers throughout the year. The Annual Fund Drive, which they run raised over \$1200. The Friends of the Library is an invaluable group, always working to support our Library.
- Under direction of Sonora Miller, we find our Library thriving. Communication with the community has markedly improved both using technology and through personal outreach to community groups. See

Director's report for details. We are very pleased with Sonora's many accomplishments in just the few months she has been with us.

- In the ever-growing challenge of increased costs and limited resources, The Board of Trustees gratefully accepted generous donations from the Lion's Club of \$500.00, a gift of \$5,000 from NY State Representative Robert Ortt, and an additional \$500.00 from Clyde Burmaster of the Niagara County Legislature. While these sources are one-time gifts, they are very much appreciated.
- Policies regarding the selection process for new Board of Trustee Members was adopted, as well as a new Library Director Job Description. A policy was passed to make better use of the Library's second floor community room. The space has been enhanced and made safe for children's and adult programming. A lovely mural painted by Alina Patterson has been added as well as books and club materials.

While there is much work to be done, we are seeing exciting and important changes in our Library services. Sustainability of our Library continues to be our number one goal. Funding solutions are needed so that the Library will be able to provide even more excellent and relevant service to the residents of the Town of Porter and beyond.

I wish to thank our Library Director, Library Staff, the Board of Trustees and all 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. A very special thank you to the members of the Friends of the Library, a vibrant and hardworking group of supporters. In addition, I would like to thank the State Senator Robert Ortt, the Town of Porter, the Village of Youngstown and the Niagara County Legislature who provide funding to the Library. A special thanks to all 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

2017 Summary Report for the Library Board of Trustees January 22, 2018

By Heidi Lauger, Outgoing Friends President

2017 Board of Directors

Heidi Lauger*, president

Tanya Fura, vice president

Jan Howard, secretary

Bill Siddall, treasurer

Directors: Mary Armstrong, Steve Bowen, Steve Frank, Julie Grana, Sue Larrabee, Molly Marietta*, Wendy McCarley**, Ann O'Connor, Tom Patrick*

Trustee Liaison: Maggie Steyn

*Term ended in 2017

**Left the Board mid-term due to moving out-of-state

2018 Board of Directors

Jan Howard*, president

Sue Larrabee*, vice president

secretary to be determined

Bill Siddall, treasurer

Directors: Mary Armstrong, Elaine Barbiero*, Steve Bowen, Steve Frank, Judy Freiermuth*, Tanya Fura, Julie Grana, Sue Larrabee, Ann O'Connor, John Soltys*, Wendy Swearingen*, Trustee Liaison: Maggie Steyn

*Elected at January 17, 2017 Annual Meeting of the Friends

Financial Summary- see attached

We surpassed our budgeted income this year and have more funds to designate to our Library Renovation Fund.

Our fall Book Sale was the most successful sale ever, bringing in well over \$2000.

Membership: 274 due-paying members (plus a few more individuals who became Friends as a result of donating \$50 or more to the Library Fund Drive)

Fundraisers in 2017

Chili Cook-off at Bandana's; Billiards for Books at The Mug and Musket; Desserts in the Stacks; Spring Book Sale; Bandana's Dinner; Street Dance Water Sale; Summer Concert Bake Sales; Fall Book Sale; Storywalk® and Little Library at the Youngstown Art & Music Festival and Bake Sale at Youngstown's Christmas in the Village

Gifts to the Library

Funding for the Summer Reading Program; Old Fort Niagara annual family pass; Book Page subscription; Sunday New York Times subscription; DVD/CD disc labels; replacement disc cases; Audiobook shelving; alterations to allow for second workstation at front desk; barcode scanner; receipt printer; child-friendly alterations for the Library Programming Room.

Annual Fund Drive

- Volunteers folded, stuffed and labeled approximately 1,800 letters that were mailed to residents within the 14174 zip code
- The fund drive had approx. 176 responses, bringing in \$11,560 in 2017.

Gift to the Community - \$500 Ruby Carey Scholarship

Awards

The Friends nominated Lynn Funk, past Friends Director and Officer, to receive the Mary Andrus Outstanding Service Award for 2017. Lynn gladly accepted the award at our December Dinner and was accompanied by her husband, daughter, and grandson.

Thank You to everyone who assisted the Friends with our events over the past year. Whether you baked, volunteered, or attended events, we appreciate your ongoing support, communication, and collaboration.

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.

Remarks from Friends President 2018 Jan Howard Jan. 22, 2018

Heidi's 2017 report & Bill's 12/31/17 financial report began year with \$17,083 ended with \$21,806. Moved \$6,600 from net income into the library renovation fund line item. Book sale net income \$2129 and fall book sale \$2603 for a total of \$4732. We've continued to set the bar higher each year!

Hand out our new foyl brochure with an opportunity to officially join the friends ahead of our 2018 campaign

Hand out chili cookoff flyer Feb 4th 2-5 at Bandanas

Upcoming events:

Chili cook off Feb 4th 2-5

Membership Drive Feb/mar

Billiards for Books Feb 24th 3:00 @ Mug and Musket

Dessert in the Stacks Apr 13

Spring Book Sale Apr 26-28 Clean up the Library Day Spring TBA

Meeting dates for 2018

3rd Wed 7:00 Jan, Feb, Mar, Apr, May, June, Sept, Oct

Nov 12 & Dec 5 for our annual dinner with trustees

Jan Howard, President of Friends YFL 2018