

**DRAFT - YOUNGSTOWN FREE LIBRARY
67th ANNUAL ASSOCIATION MEETING**

Date: January 23, 2017 Time: 6:30 pm

Present: Rita Rolfe, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews, Mary Wieland, Karran Swayze, Heather Crumlish, Paul Inskeep & Heidi Lauger (President of the Friends)

Absent: Diana Newton

Call to Order: By Rita Rolfe at 6:30 pm

Nomination of President and Secretary Pro-Tem: Rita Rolfe was elected President & Paul Inskeep was elected as Recording Secretary Pro-Tem. Motion/Second: Maggie Steyn/Mary Wieland. Motion carried.

Minutes: The minutes of the Annual meeting of January 25, 2016 were read. There was one correction: President's report should read, "Rita Rolfe presented her report", not Jan Gilgore. Motion/Second as corrected. Maggie Steyn/Jan Mathews. Motion carried.

Election of New Board of Trustees: In Diana's absence, Maggie Steyn proposed the following slate of nominees for the board:

Heather Crumlish.... Board of Trustees first 3-year term 2017-2020

Karren Swayze.....Board of Trustees first 3-year term 2017-2020

Maggie Steyn.....Renewal of second 3-year term 2017-2020

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/Maggie Steyn. Motion carried. The board welcomed the new trustees.

Annual Reports:

Library Directors report-Jan Gilgore: Jan highlighted many of the programs that were successful this past year, both Children and Adult. Much of the success of the Summer reading program can be attributed to Heidi Lauger, who introduced a new segment this year, the very successful Lego Club. She graciously thanked everyone who took part in the many aspects of the library, from her workers & volunteers to her patrons & supporters. Jan has put 25 years in as our Director and will now be retiring in April. We all wish her the very best in this well deserved, "New Job"! Rita thanked Jan for her report & all she did through out the year. The report will be filed.

Financial Report- Maggie Steyn: Maggie went thru the many changes that happened in 2016. The bank accounts were moved from First Niagara/Northwest to Key Bank operating out of Youngstown. We took on a new accounting service: Brown and Co. who's rates will be less than our former accountant. We have entered into a relationship with a new investment management company and have already seen our fees drop by \$1,600. We have also upgraded our software to a new version of "QuickBooks 2016. Any one of these changes are a challenge, but to achieve all four is remarkable. Rita thanked Maggie for her report and especially for all her hard work. The report was accepted and filed.

Library Board President's Report- Rita Rolfe: Rita started off by acknowledging that Jan Gilgore, our guiding Director would be retiring in April after over 25 years in Youngstown. A very special appreciation

for all of your efforts of long and faithful service to all the patrons you have served thru the years. She then mentioned the many programs that have been started, namely the “Vision Committee”, which performed a community survey to find out what was needed. She thanked the many volunteers, teams on committees, staff, Friends, the Trustee’s board and the many, many others who have helped the Library grow. Karren thought it would be a good idea to post a thank you on our Website/Facebook to all that Rita mentioned in her report, including all of our patrons and supporters for their help. Rita’s report was accepted and filed.

Friends of the Library Report-Heidi Lauger: Heidi reviewed the Friends Board which now has 13. Membership is up to 285. The friends ran 9 fundraisers and gave numerous gifts to the library, including a complete 2017 World Book Encyclopedia set. The fund drive for 2016 raised \$14,377 for the Library, a record setting year. Heidi thanked Jan for her support and guidance , Maggie for her enthusiasm and participation and the Trustees for their help. Rita thanked Heidi for her report and for all their hard work raising funds.

New Business:

Pre-approve payment-Motion made to: “Pre-approve payment of the following schedule of recurring expense commitments for the 2017 fiscal year, so that they may be paid as they become due, without further approval from the board“.

The schedule comprises:

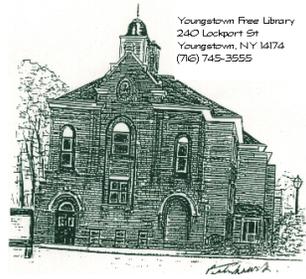
- All personnel expenses, relating to salaries and other wage-related compensations.
- All expenses relating to payroll preparation and payroll tax payment
- Alms fees
- Housekeeping
- Postage
- Rent
- Telephone

Motion/Second: Karren Swayze/Kevin Cassick

Public Comment: None

Adjournment: 7:13 Motion/Second: Paul Inskeep/Maggie Steyn

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



**YOUNGSTOWN FREE LIBRARY
DIRECTOR'S ANNUAL REPORT FOR 2016
PRESENTED - JANUARY 23, 2017**

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 2016. 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 with classes at 9:30am and 11:00am during 2016. The winter/spring session ran from January 5th to June 14th. A 6-week summer session ran from June 28th to August 2nd. The fall session was from September 6th to December 13th.

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 expansion of its program to include a Saturday Story hour on the 2nd Saturday of each month at Ransomville Free Library. They continue there but have not added a Saturday event at as the Youngstown Free Library as we have the Builders Club Story hour on the 3rd Saturday of the month and now the Lego Club the 4th Saturday of the month.

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 planned and advertized for both a winter/spring and fall session of this program. There was no interest.

LEGO CLUB - The Lego Club was such a success over the summer that it has been continued monthly, on the 4th Saturday of each month from 11:00AM to 12noon. The club is supervised by Heidi Lauger

Lewiston-Porter Kindergarten Visits – Five Lewiston, Porter Kindergarten classes visited the library in June of 2016. They toured the library, had a story time, toured the village and had a picnic lunch in Falkner Park. The Friends of the Youngstown Free Library paid for the bus trips. I visited to visit two classes at the school on June 15th. The bus company will no longer schedule trips once regent exams start.

Summer Reading Program -- The Youngstown Free Library used the New York State theme “On Your Mark Get Set Read” for the 2016 summer reading program. The program ran from Monday, June 27th, through Friday, August 5th under the direction of summer reading program coordinator, Heidi Lauger. The following is Heidi’s review of the program.

Youngstown Free Library 2016 Summer Reading Program Summary

Monday Craft Time

The Monday Craft Time went well this year, with attendance of between 12 and 20 kids each week. The kids seemed to enjoy all of the crafts. I also had a teen volunteer this year who was very helpful. Each week I pulled a few library books that related to the craft, and at the beginning of craft time I gave a short book talk highlighting these books. The kids were allowed to check out the books at the end of craft time. Monday craft time is a solid program that has consistent attendance.

Drama Club

I had 14 kids in Drama Club this year, and also two 18/19-year-old volunteers who were extremely helpful. Participants rehearsed and performed two short plays written for children- Tacky The Penguin based on the book by Helen Lester, and Too Much Noise based on the book by Ann McGovern. The kids designed and built their own sets and also came up with their own costumes. One of the participant’s parents has her own graphic design business and offered to create and print invitations and programs for us for free. I had the kids create artwork for these and they voted on the best ones to be included in the design. The kids really enjoyed doing this and seeing their artwork appears on the invitations and programs. There are several challenges with running Drama Club. The most difficult thing this year was that several of the kids who participated were very young. This program would be the most successful with kids ages 10 and up, in my opinion. Five participants were 6 or 7 years old, six were 8 or 9 years old, and three were 10 or 11 years old. Although all of the kids were well behaved, their attention spans were short and I felt that it was very difficult to get things done in just a 6 week program. Drama Club seems to attract a younger age group and this is difficult to negotiate. Another difficulty was that although I stressed consistent attendance, a few kids had to miss one or more weeks which made it difficult to rehearse. Overall the kids did a great job and seemed to have fun; drama club is just a lot of work for the coordinator:)

Story Hour and Craft at Faulkner Park

Story Hour attendance on Wednesdays was high this summer, most likely because it was very hot and there were many kids at the wading pool. Each week I read a few books and provided a simple craft for kids in attendance. Attendance ranged from 15-30 kids each week. I scheduled Griggs-Lewis Interns from Nioga to do Story Hour four times over the summer. Things went fine except for the last week they were scheduled- according to the interns they were not given enough

travel time to get to Youngstown and were 45 minutes late. Other than this, each week went well. One thing I might do differently is try to incorporate some games or hands-on activities each week.

Lego Club

Lego Club was a brand new program this summer! Over 30 children signed up to come, and 25 showed up for the first session. Attendance stayed fairly consistent each week at about 25 kids, give or take a few- however many different kids came each week. If every child who attended Lego Club at least once showed up at the same time, there would have been about 50 kids total. Needless to say, Lego Club was very popular. The first week we did not have enough Legos but the kids didn't seem to notice. I quickly purchased more and the collection was adequate for the rest of the summer. Each week kids arrived, destroyed their creation from the previous week, and built something new. Some kids worked alone and some worked together, and at the end of each session I gave each child a card to write their name, age, and the name of their creation. The Lego creations were put on display in the window sills of the Library Meeting Room and left there until the next week. I took photos of the creations and posted them on Facebook.

I will be continuing Lego Club once a month starting in September on the 4th Saturday of the month, from 11:00am - 12:00pm. If possible, I would like to gradually add more to our supply of LEGO bricks- we could use more mini figures and more pieces to rotate into the collection. I plan on having a note put in the Friends' newsletter mentioning that donations are welcome.

Respectfully submitted on September 1, 2016 by Heidi Lauger- Youngstown Free Library Summer Reading Program Coordinator

An adult reading program was held from July 11th to August 5th.

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 2016.

The Little Library had some vandalism problems in 2016 and was empty for much of the year. It has been placed in storage by the village and a new location will need to be agreed to by the Library and the village in spring of 2017.

The Library had a table at the community picnic in August. People could make bookmarks.

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 2016. The numbers of participates has risen to 12 with an average of 7 attending. Each month a different book is read and discussed by the group and thoughts shared. Books are chosen from member recommendations.

In 2016 the library scheduled 8 classes through NIOGA's BTOP Express, with Sara Taylor as the instructor. Six classes were held. Two were cancelled due to lack of registration.

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 over \$14277. 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
 Marlene Wessel: October 2015 to present
Page: Alicia Hughes: May 2014 to July 2016
 Amanda Hall: July 2016 to present

PATRON SERVICES

In 2016 the library added 3.5 hours per week by opening on Thursday morning. The library was open a total of 1819 hours during which we had about 9237 patrons visit. In addition there were 126 hours of programming presented when the library was closed or in other locations.

The library is open 1:30PM to 8:30PM Monday through Wednesday, 10:00am to 8:30pm on Thursdays 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 2016.

During 2016 the Library offered copier services at \$.15 per page. The Library sells reduced rate copy cards, 50 copies for \$5.00. The library also offers the only copier and Fax services in the village.

The library offers 4 public access computers with high speed internet connections plus the AWE Early Literacy Center and the AWE Tablet 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

Kevin Bovanizer was the Ruby Carey Scholarship winner for 2016.

The Library or the Friends of the library participated in the 'Hello Summer' Street dance, the Youngstown Community picnic, the Music and Art Festival and the Christmas in the Village event.

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, 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 2016 the library displayed books on knitting, crocheting, healing therapies, Ireland, the Irish and Celtic myths, Shakespeare, biographies, beaches, yoga, ghosts, The outside garden was cleaned and straightened by Trustee Kevin Cassick.

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 to enhance its own collections. This collection rotates every 3 months.

2016 Check-Out Challenge - At the encouragement of several member libraries the NIOGA System teamed with Buffalo public relations firm Crowley-Webb to institute the Check-Out challenge. The goal was to bring new patrons into the library. Each library paid an amount to be part of the program.(Amount determined by size of the library) If patrons completed a number of tasks on a card they were entered into a drawing for a prize. Signs were designed and made cards and postcard printed. Most of the large and medium libraries were very happy with the program, response was varied at small libraries.

VOLUNTEERS

Volunteers worked approximately 479 hours at the circulation desk in 2016. Circulation desk volunteers also help with shelving, shelf reading, filing, cleaning, weeding, and setting up displays. At minimum wage of \$9.00 per hour in 2016 the circulation desk volunteers saved the library over \$4311.

The Library Trustees, the Friends, the Lewiston-Porter Middle School Builders Club, the art work in the Reading Room volunteer 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 especially our Legislator Clyde Burmaster for supporting libraries.
- Sen. Robert Ort for his continued support of 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.
- Doug Howard for setting up art work in the Reading Room
- 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 20, 2017

CIRC & HOLDINGS COMPARISON 2013 to 2016

CIRCULATION	ADF	ADNF	J Fic	JNonfic	CD	DVD	VIDEO	NFPER	Other	TOTAL
2013	7230	3075	4852	2147	1527	3064	176	2973	69	25113
2014	6697	2638	5686	1621	1288	2442	168	2851	42	23433
2015	6225	2676	5827	924	1062	2326	87	2408	38	21573
2016	6670	2407	5676	1181	1109	2443	86	2127	36	21735
HOLDINGS	ADF	ADNF	J Fic	JNonfic	CD	DVD	VIDEO	NFPER	Other	TOTAL
2013	7937	6000	6431	3775	1373	849	286	903	67	27621
2014	8324	6197	6623	3449	1399	906	261	892	75	28126
2015	8216	6105	6646	3341	1428	948	250	965	97	27996
2016	8163	6142	6631	3463	1481	987	249	1079	94	28289

Year # of Card

2013 Y=2028 NRes=205
Total=2233

2014 Y=2085 NRes=211
Total=2296

2015 Y=2155 NRes=236
Total= 2391

2016 Y=2075 Non
Res=215 Tot=2290

Youngstown Free Library
67th Annual Association Meeting
Monday, January 23, 2017
Treasurer's Report for the Fiscal Year 2016

This was my first year as year as Treasurer, having taken over the position from Joan Spira last January. (My thanks to Joan for all the work she did.) It was, and continues to be, a difficult challenge trying to understand every financial transaction that occurs at the Library and my thanks to Jan for her endless patience in explaining and then re-explaining so much of the process.

Activities, both Financial and of an Investment nature, are discussed and monitored by the Finance Committee. Unfortunately, this year, due to our Board being 2 members short, this committee comprised just Rita and myself. My thanks to Rita for her guidance and timely comments in spite of all the other things she is managing for the Board and the Library.

Budget - Revenue and Expenditures:

Our Revenues almost all met or exceeded budget. Thanks again to Rita for reaching out to Clyde Burmaster and securing an additional \$1,000 in funding.

Thank you to the Town of Porter, Niagara County, the Village and the Legislature (Robert Ort) for their continuing support and generous funding.

Our Fund Drive did exceptionally well, exceeding the budget of \$14,000 and exceeded 2015's drive by some \$1,500. I'm sure this is in part due to the Board, the Friends' Board and the Director putting so much effort this year into reaching out into the community and increasing the Library's visibility.

In terms of Expenditure, we had no large unplanned-for expenses, other than Maintenance (by \$702.26) when our heating/cooling system needed repair. Other over-budget expenditure items were: Workers Compensation (by \$122), ALMS fees (by \$249.59), Promotional (by \$517.43) and Accounting (by \$224). (We did buy a much-needed new monitor for the clerk's station in December, but this was budgeted.) Again, thank you to Jan for keeping costs contained.

The Long Term Planning expenditures (Vision Committee) were not used, with the exception of the Kindle purchase (given to the winner of the Survey Response draw.)

The budgeted 'Transfer of Funds' line items (i.e. digging into our 'savings') of \$15,500 and \$6,700 were not needed.

All expenditures were met by revenues received this year and our bottom line shows a \$7,288.08 net gain.

Investments:

We were also entering a year with a new relationship at our investment management company Morgan Stanley, Peter Jones, our Investment Manager having taken over our portfolio just in the autumn of 2015.

In 2016, as the result of our discussions with Peter and also with Bryan Mackay at Merrill Lynch, we saw the management fees for our investments reduced from some \$1,765 in 2015 to just \$180.

We changed our Cash accounts with both Morgan Stanley and Merrill Lynch in August, due to a change in SEC regulations. We changed them in order for them to continue to be FDIC-insured accounts, which the 'old' ones would not have been after August 4th.

We have maintained our investment positions during the year, with just one bond maturing at the end of November (for \$30,000). Due to the expected (December) increase in interest rates, we held off re-investing those funds in CD(s) as planned. The CD market will be reviewed again early this year.

It hasn't been a great year for the portfolio, but interest on our investments yielded some \$3,300.

In December, the Finance Committee took action to move the Merrill Lynch account (Ruby Carey Scholarship funds) to be under the umbrella of Morgan Stanley.

There were 2 main reasons for this:

- It is a relatively small fund (< \$5,000) and we were paying Management fees for it as well.
- It makes sense to consolidate and have one set of statements to deal with.

A new account with Morgan Stanley is in the process of being set up and it will be 'nicknamed' the 'Ruby Carey Scholarship' fund, so there will be no reason for concern regarding keeping that monies clearly separated.

Bank Accounts:

We did transition this year from First Niagara Bank to Key Bank, via Northwest Bank!

In December, the Northwest Bank account was closed and the balance transferred to our new Key Bank account in Youngstown.

(We still hold the Northwest Bank Credit card.)

Accounting:

In June, we upgraded our Accounting software to the new version of Quickbooks 2016, since the old version would no longer be supported on our Windows 10 platform. (Thanks again to Jan for her patience - these seamless upgrades are never seamless!)

In September, we transitioned to a new Accounting service - Brown & Company in Niagara Falls. Teri Reynolds visits every two months and provides our Period-End reporting, again with a lot of help from Jan. We are still getting used to Teri's style and work-methodology (and she ours), but it is early days yet so I'm sure the process will get smoother. (The multiple bank-accounts situation didn't help!) We also hope Brown & Company's services will be a little less expensive than our previous one.

Year-End IRS requirements:

Jan will be filing our 1099s next week, in time for the January 31st deadline, and Brown & Company will be developing and submitting our 990 before May month-end.

Financial Policies:

It was my intention to have drafted some much-needed financial policies this year. I regret that I find I need to make that my goal for 2017!

Respectfully submitted,

Maggie Steyn,

Treasurer, Board of Trustees 2016

Youngstown Free Library - Revised & Accepted 02-13-2017

REVENUE	Budget for 2016	Nov.r/Dec. 2016	Received Year to Date	Remaining to be Received
TOWN OF PORTER	\$77,105.00	\$0.00	\$77,104.00	\$1.00
NIAGARA COUNTY	\$5,500.00	\$0.00	\$7,171.76	-\$1,671.76
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$1,362.00	-\$1,162.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$5,000.00	-\$5,000.00
FINES/ COPIER/ FAX	\$1,200.00	\$463.80	\$2,264.80	-\$1,064.80
INTEREST	\$3,500.00	\$150.36	\$3,331.06	\$168.94
GIFTS	\$1,000.00	\$109.10	\$1,109.10	-\$109.10
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
TRANSFER FOR LONG TERM PLANNING	\$6,700.00	\$0.00	\$0.00	\$6,700.00
Annual Drive	\$14,000.00	\$6,747.50	\$14,277.50	-\$277.50
MISCELLANEOUS	\$100.00	\$28.10	\$63.60	\$36.40
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$138,805.00	\$7,498.86	\$125,683.82	\$13,121.18

EXPENDITURE

	Budget for 2016	Nov.r/Dec. 2016	Spent Year to Date	Remaining to be Spent
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$8,243.35	\$51,791.27	\$208.73
SR PROG COORDINATOR	\$1,500.00	\$0.00	\$945.63	\$554.37
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$630.63	\$4,072.93	\$427.07
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$1,258.80	\$741.20
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$138.00	\$162.00
NEW YORK STATE DISABILITY	\$375.00	\$0.00	\$202.69	\$172.31
WORKER'S COMPENSATION	\$575.00	\$0.00	\$697.00	-\$122.00
TOTAL PERSONNEL	\$61,250.00	\$9,083.78	\$59,106.32	\$2,143.68
LIBRARY MATERIALS				
AV Materials	\$3,500.00	\$335.42	\$3,414.71	\$85.29
BOOKS	\$22,000.00	\$1,205.54	\$16,136.17	\$5,863.83
COMPUTER SOFTWARE	\$200.00	\$0.00	\$19.95	\$180.05
SUBSCRIPTIONS	\$3,295.00	\$366.78	\$3,221.67	\$73.33
TOTAL LIBRARY MATERIALS	\$28,995.00	\$1,907.74	\$22,792.50	\$6,202.50
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$1,285.02	\$8,349.59	-\$249.59
HOUSEKEEPING	\$450.00	\$16.26	\$80.51	\$369.49
INSURANCE	\$3,000.00	\$0.00	\$2,536.82	\$463.18
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$534.20	\$1,894.48	\$105.52
MAINT. - REPAIRS	\$750.00	\$504.48	\$1,452.36	-\$702.36
POSTAGE	\$800.00	-\$49.16	\$137.81	\$662.19
PROMOTIONAL	\$200.00	\$132.21	\$717.43	-\$517.43
RENT	\$12,000.00	\$0.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$228.07	\$2,245.52	\$504.48
TELEPHONE *	\$1,700.00	\$262.82	\$1,308.56	\$391.44
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$2,913.90	\$30,723.08	\$1,026.92
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$659.97	\$659.97	\$340.03
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$101.00	\$399.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$659.97	\$760.97	\$739.03

MISCELLANEOUS

Accounting	\$1,250.00	\$330.00	\$1,474.00	-\$224.00
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	\$0.00	\$180.00	\$1,820.00
Payroll	\$650.00	\$151.70	\$809.99	-\$159.99
Payroll Taxes	\$500.00	\$0.00	\$163.23	\$336.77
Unforeseen	\$500.00	\$0.00	\$149.83	\$350.17
TOTAL MISCELLANEOUS	\$8,610.00	\$741.70	\$4,932.05	\$3,677.95

TOTAL OPERATING EXPENDITURE	\$132,105.00	\$15,307.09	\$118,314.92	\$13,790.08
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LONG TERM PLANNING

Community Outreach	\$1,000.00	\$0.00	\$144.97	\$855.03
Library Programming	\$200.00	\$0.00	\$0.00	\$200.00
Library Space	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Miscellaneous	\$200.00	\$0.00	-\$64.15	\$264.15
Technology & Equipment	\$100.00	\$0.00	\$0.00	\$100.00
TOTAL LONG TERM PLANNING	\$6,700.00	\$0.00	\$80.82	\$6,619.18

FUNDS

SCHOLARSHIP FUND	\$500.00	\$0.00	\$500.00	\$0.00
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TOTAL FUNDS

TOTAL EXPENDITURES	\$139,305.00	\$15,307.09	\$118,395.74	\$20,409.26
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Income (Loss)		<u>-\$7,808.23</u>	\$7,288.08	
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Fund Balances January 1, 2016			\$255,504.88	
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Realized Gains (Losses) on Investments			\$0.00	
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Change in FMV on Investments			-\$1,080.78	
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Total Fund Balances Year End- Dec 31, 2016			<u>\$261,712.18</u>	
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Youngstown Free Library
67th Annual Association Meeting
Monday, January 23, 2017
Trustee President's Report

The Youngstown Free Library Board of Trustees worked diligently to make improvements in many areas of library management and services in 2016.

- The Youngstown Free Library (YFL) held its Annual Meeting on January 25, 2016. The Board welcomed Kevin Cassick to the Board of Trustees for a three-year term (2016-2019). As well, Trustees Rita Rolfe, Diana Newton, Paul Inskeep were reelected for three year terms (2016-2019).
- At the subsequent 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. The resignation of Joan Spira (January) and Shelley Vanstrom (February) were accepted. Karran Swayze joined the Board of Trustees in November, to complete Joan Spira's term. Karran will run for her first three-year term in January. She will serve from 2017-2020.
- In October, Jan Gilgore announced her plan to retire effective April 20th, 2017. In November, Jan celebrated her 25th anniversary of guiding and serving the Youngstown Free Library. A very special appreciation is extended to Jan for her long and loyal service to the residents of the Town of Porter and patrons of the Library.
- Library hours were extended by opening for service at 10:00 AM on Thursdays.
- YFL held a series of five computer education workshops led by NIOGA BTOP specialist.
- The \$500.00 Ruby Carey Scholarship was presented to Kevin Bovanizer by Jan Mathews Scholarship Chair. Heidi Lauger, President of the Friends of the Library, presented Kevin with an additional \$300.00. We wish him well.
- Laura Andrus, a community volunteer, agreed to chair the Vision/ Long Term Planning Committee. Under her leadership, the Library conducted an on-line community survey, developed a new mission statement and has a draft of a new set of goals aimed at better community service and library sustainability.
- Members of, the Board of Trustees met 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. These hardworking, generous group held several fund raisers throughout the year. The Annual Fund Drive, which they run raised \$14,377, a record. The Friends of the Library is an invaluable group, always working to support our Library.
- We continue to improve communication with the community by using our Facebook page and through periodic e-mails to YFL patrons who have signed up for this service. A presentation to the Lion's Club was made in September and a pamphlet promoting the library developed. Our Library also participated in the NIOGA sponsored public relations campaign.
- In the ever-growing challenge of increased costs and limited resources, The Board of Trustees gratefully accepted a generous donation from the Lion's Club of \$500.00, a gift of \$5,000 from NY State Representative Robert Ortt, and \$1,000.00 from Clyde Burmaster of the 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.
- Our finances, capably monitored by Treasurer, Maggie Steyn, were placed in secure positions with Morgan Stanley. Changes to clarify budget and financial reports were made.
- The display of children's art work for the Children's room from several local sources was turned over to the capable hands of Marlene Wessell, a Librarian Clerk. Carol Correno and Doug Howard continue to 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 young and mature artists of our community. The reading room was brightened up with a new coat of paint and donated furnishings through the efforts of Paul Inskeep, Diana Newton and Shelley Vanstrom.

While there is much work to be done, I believe we are at the threshold of an exciting and important time for the Library. I am confident that our long-term planning efforts will create a

library that is sustainable well into the future and will provide even more excellent and relevant 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 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 Town of Porter, the Village of Youngstown and the Niagara County Legislature who provide major 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

2016 Summary Report for the Library Board of Trustees January 23, 2016

By Heidi Lauger, Friends President

2016 Board of Directors

Heidi Lauger, president

Lynn Funk*, vice president

Jan Howard, secretary

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

Trustee Liaison: Maggie Steyn

*Term ended in 2016

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 McCarly*, Annie O'Connor*, Tom Patrick

Trustee Liaison: Maggie Steyn

*Elected at January 20, 2017 Annual Meeting of the Friends

Financial Summary- currently not available

Membership: 285 due-paying members

Fundraisers in 2016 – Nine Events

Chili Cook-off at Bandana's; Desserts in the Stacks; Spring Book Sale; Bandana's Dinner; Street Dance Water Sale; Summer Concert Bake Sale; Fall Book Sale; Bake Sales at Folk Art & Music Festival and at Christmas in the Village

Gifts to the Library

Funding for the Summer Reading Program; Book Page Subscription; Holiday Candy Guess; Kindergarten Visits; Sunday NY Times Subscription; Old Fort Niagara

Membership; Playaway Subscription; Ruby Carey Scholarship; 2017 World Book Encyclopedia set

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. 230 responses, bringing in \$14,377 in 2016.

Gift to the Community - \$300 Ruby Carey Scholarship

Notes of Thanks

Jan Gilgore – Thank you for ongoing support, guidance and participation in our meetings, as well as your 25 years of service to the library, and best wishes in your retirement!

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, worked at Christmas in the Village, and for those who attended fundraisers. Thank you to those who were able to attend our December Dinner.

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.