



# *2015 Annual Report*

*March 17, 2016*

*OUR MISSION ...*

***THROUGH FUNDRAISING AND VOLUNTEER EFFORTS, OUR MISSION IS TO PROMOTE, SUPPORT, ENCOURAGE, AND ENHANCE THE SERVICES OF THE NORTHVILLE DISTRICT LIBRARY AND TO HELP BUILD A STRONG RELATIONSHIP BETWEEN THE LIBRARY AND THE COMMUNITY OF NORTHVILLE.***

### 2015-2016 Friends Board of Directors

<b>Name</b>	<b>Position</b>
<b>Carol Oldenburg</b>	<b>President</b>
<b>Judy DeFrancesco</b>	<b>Vice Pres.</b>
<b>Linda Bolam</b>	<b>Secretary</b>
<b>Deborah Stanifer</b>	<b>Treasurer</b>

<b>Judy DeFrancesco</b>	<b>Books for Babies</b>
<b>Claire Kreher</b>	<b>Gift Books</b>
<b>Martha Nork</b>	<b>Gift Store</b>
<b>Linda Schwelnus</b>	<b>Gift Store Finances</b>
<b>Regina Mingela</b>	<b>Membership</b>
<b>Sandy Walts</b>	<b>Newsletter</b>
<b>Jim Morche</b>	<b>Programs</b>
<b>Christine Litka</b>	<b>Public Relations</b>
<b>Carol &amp; Joe Oldenburg</b>	<b>Used Books Operations</b>

<b>Betty Kaiser</b>	<b>Member-At-Large</b>
<b>JoAnn Kissel</b>	<b>Member-At-Large</b>

## 2015 Presidents' Report

As I finish my term as the Friends President, I want to take this opportunity to thank the Friends Board of Directors for their support during my terms. It is a wonderful group to work with. I have also appreciated the support of the Library Administration and Board of Trustees. Of course, none of this would be possible without the hard work and dedication of our numerous volunteers. Working together I feel we have made a difference and been able to continue to support the library and the community it serves.

2015 was another busy year with all the activities of the Friends of Northville District Library. We continue to work hard to raise funds that provide programs, services and equipment the library would not otherwise be able to support or purchase. Through everyone's efforts, we contributed a total of \$ 27,506.00 to the library. Major contribution purchases included:

- √ Annual reading programs: Community Reads, Youth, Teen and Adult Summer Reading Programs, Battle of the Books, Book Page Subscription
- √ Increased lighting in the book stacks
- √ Diaper changing stations in three restrooms
- √ Book Club and Homebound book bags
- √ Wayne and Oakland County Plat books for Michigan History Collection

Throughout the year the Friends continued fundraising via several venues. Please continue to support our efforts by taking advantage of all our various activities: used book sales via the Friends used book carts and Cellar, Gift Store and annual Friends membership. During my tenure as President I have been proud of our accomplishments and look forward to continuing my work with the used book operations.

Carol A. Oldenburg  
President, 2012-2016

## **2015 Library Annual Report**

Thanks to a successful millage renewal election in November 2014, the Northville District Library, in 2015, was able to continue providing excellent service to its users. The library was open and available to the community 7 days a week during the school year and 6 days a week during the summer. The Library was able to offer many exciting programs for adult, youth and teens. Library collections flourished and the Library was able to pay its expenses without dipping into its fund balance.

### **Friends**

This year the Friends of the Library generously donated a total of \$27,506 to the Library. They funded Summer Reading programs for Youth, Adult, and Teen participants. Also purchased with Friends money were a new laminator, extra lighting for the lower level book stacks, diaper changing stations for all restrooms and bags for our homebound service and book club program.

### **Collection**

The collection of books and audio-visual materials stayed essentially the same with the addition of 12,214 items and 11,245 discarded. Shelves are at maximum capacity. The eBook collection continued to grow with nearly 21,000 titles available on Download Destination through a subscription to Overdrive online services. Book Club Kits and a Lucky Day collection were new collections this year. Gale courses, enabling users to take credit –worthy classes free online, has been added to online resources this year.

### **Circulation**

In 2015 Library users borrowed a total of 503,631 items. This was lower by 3% than 2014. Circulation of online downloadable books, both audio and eBook grew by 23%. The Northville library borrowed over 35,000 from other libraries to meet the needs of its users.

### **Programs**

Programs on many different topics were offered throughout the year. This year the fourth annual Community Read project was conducted with neighboring libraries featuring Susan Vreeland's book *Lisette's List*. Programs on gardening, music, history, art, and health had strongest attendance. A monthly afternoon Coloring for Grown Ups program was started.

### **Technology**

Computer offerings include 5 youth computers and 19 public workstations with Internet, Office Software and graphics capabilities. The fiber optical Internet connection was increased to 50 Mb offering reliability and greater speed to the Library's computers as well as a new, faster and more accessible Wireless Hot Spot for those who bring their own computers.

### **Finance**

Due to a successful millage election renewal in November 2014 the Library millage for property taxes was preserved at 1.1556 mills per thousand dollars of taxable value. The 2015 end of year financial statements shows a fund balance of over \$417,000.

### **Facilities**

This year an architectural and engineering study of the building resulted in a list of needed maintenance issues to be addressed in the next five years. Foremost on the list was the out of date and frequently malfunctioning heating and cooling system. The Limbach Company won the bid and renovated the system. Two new boilers were installed and a new chiller replaced four air conditioning condensers. The system was changed to digital control instead of pneumatic control. These upgrades ensured a more reliable, more energy efficient, and easily controlled heating and cooling system. The total project cost approximately \$714,000.

Julie Herrin  
Library Director

## **2015 PROGRAM DIRECTOR REPORTS**

### Gift Book Program

Claire Kreher, Program Director

Thanks to the generosity of the Northville community, the Friends' Gift Book Program received \$2,247 in memory, or to honor someone, or as a gift. We were able to provide 116 books and 11 DVD's to the Northville District Library.

In addition, friends and family of Sam Hall donated \$945 in his memory. With these funds, a beautiful World Globe has been placed in the lower level of the Library, a book-themed art piece is on display, and educational toys and materials have been purchased for the Juvenile Department.

### Gift Store Report

Martha Nork – Store Director

Linda Schwelnus – Finances

Berclay Ruschak – Buyer

In 2015 the gift store contributed \$4,000 to the Friends. Our operating expenses for the year included credit card fees, telephone expenses, and insurance. A new credit card machine with a chip reader was installed and is being leased.

The gift store continues to be a valuable asset to both the Friends and the library, and had record sales in November and December.

The store held the popular "Member Shopping Days" in May and November. During these events, members of the Friends receive a 25% discount on purchases in the store. The regular discount for purchases made in the store by Friends members is 10%.

The Friends Gift Store is located just inside the main doors of the library, and is open seven days a week. It is run entirely by a staff of 22 dedicated volunteers.

## 2015 PROGRAM DIRECTOR REPORTS - Continued

### Membership Report

Regina Mingela, Membership Director

The Friends of Northville District Library membership numbers show 298 paid memberships. These include 290 Regular memberships, eight business and five lifetime memberships.

We hope to increase our membership numbers to more accurately reflect the true commitment and support of the Northville Community. Our mission is to increase publicity and visibility of the Friends group, thereby encouraging memberships and volunteering opportunities for members. We recruited new members at events like Sundaes on Sunday, Taste of Northville, Preview Nights at the Book Sales, discounts at the Friends Gift Store, Member Only Shopping Days, the annual membership drive, and at Friends' sponsored programs and speakers.

The Friends work hard to raise funds for the library. It relies on members' contributions, both monetary and physical, to do this. Therefore, the Membership Committee is devoted to raising awareness of the Friends and strengthening its numbers and support.

### Newsletter Report

Sandra Walts

Editor/Director

The Friends of Northville District Library newsletter is our mechanism for providing members with updated information on Friends activities as well as informational articles. Published three times per year, the schedule is March (membership drive issue), July and November. Each member of the Friends receives the issue through first class mail. 350 copies are printed with 300 copies being mailed to current members and the extra copies provided to the library for patrons. Newsletter items are gathered and created by the Editor who formats the issue, has it printed and assembled. With the assistance of Friends board members, mailing labels and postage are added and then mailed.

## 2015 PROGRAM DIRECTOR REPORTS – Continued

### Friends Programs

Jim Morche', Programming Director

During 2015 the Friends presented five programs, some Power Point, some musical, all well attended and appreciated. In June historian/educator/archivist Joe Oldenburg shed some light on the early days of car development in Detroit as he elaborated on "Motor City Roots."

In August the stage switched to the Community Center as the Friends made their first foray into daytime programming in an endeavor to accommodate senior citizens and those who may not be able to drive at night. Guitarist Jesse Lee Mason and his wife Leslie, a mezzo-soprano, covered "A Century of Jazz Song."

Jazz remained in the forefront in October as the Royal Garden Trio took to that same stage, presenting musical stylings with the improbable combo of clarinet/sax, guitar and cello.

History stole the spotlight back in the Carlo Room in November as photographer Lori Feret--speaking before a record-setting audience-- dramatically captured the sinking of the Edmund Fitzgerald on the anniversary of the loss of the largest ship to navigate the Great Lakes.

Then it was another capacity crowd in the Community Center in December as the outstanding a cappella singers 12th Night sang holiday favorites.



## 2015 PROGRAM DIRECTOR REPORTS – Continued

### Public Relations

Chris Litka, PR Director

The Friends Public Relations function is to further awareness and encourage support of our programs and events and to increase membership in our organization. As a fundraising and volunteer entity, we strive to enhance the services of the Library and to build a strong relationship between the Library and the Northville community.

Our major vehicle for that role has been our email communications with Friends members. We publicize each event with emailed notices to almost 250 members. Judging by the “open rate” of these emails they are well received by our members. In addition, we send press releases to the Northville Record and distribute flyers to community businesses for posting on their premises. From February 1, 2015 through February 29, 2016, we sent 41 emails and 12 press releases. In addition the Friends were highlighted in an article in “Northville Today” magazine.

We held our annual event, Sundaes on Sunday, in October as a thank you to the community and to raise awareness of the Friends and encourage membership.

We are members of the Northville Chamber of Commerce and participate in selected events each year. We constantly seek new and dynamic ways to promote the Friends and our significance to the Library through our fundraising and volunteer efforts.

### “Read to Me” Program

Judy DeFrancesco, Director

We had another great year with the “Read to Me” program for babies and toddlers. We gave away 100 gift bags to adorable little people attending Story Time programs at the library. I am very grateful for the Friends Board and Friends Gift Store for supporting this program. This is an excellent program to introduce books to our littlest patrons as well as introduce them to the Friends and the library.

I am starting my eighth year with this program and it still brings me great joy. Thank you Dorie Freebury and all the moms and babies for joining Story Time at our library.

## 2015 PROGRAM DIRECTOR REPORTS – Continued

### Used Book Operations

Carol & Joe Oldenburg, Co-Directors

The Friends have wonderful used books available for everyone's needs and interest. Please be sure to check out all our sale locations in the library. We have adult, kids and teen fiction and non-fiction. In the Cellar we have expanded sections in all areas. Does your child need to read and write a report on a famous person, science and animals, etc? Grandma/pa do you want some books for babies, toddlers and early readers to keep at your house but don't want to pay those high bookstore prices? Check out our selections.

None of this would be possible without the dedication of our volunteers. We really appreciate their time and service to the library.

### Used Book Carts (Located on the main floor across from the registration desk.)

The used book cart sales continue to be popular and the biggest revenue-generating portion of our used book sales. Cart sales brought in \$8,713.87, a 9% increase over last year. The carts are refilled by volunteers three times per week and well located to increase visibility and maximize sales. Cart sales are available whenever the library is open. Paying for these books is on the honor system with the cash box located on the first cart.

### Used Book Cellar (Located on the ground floor, turn right at the bottom of the stairs and head straight to the sign Friends Book Cellar.)

The Used Book Cellar is one of the best-kept secrets in the library. Tucked in a location not quite as visible, it is worth seeking it out. We are proud that we recently reorganized the Cellar collections and improved signage. Our intent is to increase our patron's access to ongoing used book sales. To meet this goal, we have opened the Cellar an additional day on Wednesday. The Cellar earned \$5,642.07, a 7% increase over last year. We anticipate sales will increase in the next year with our expanded collection and hours.

Hours:        Monday and Wednesday, 11a – 4:45p, 6:30 – 8:30p  
                  Friday, 11a – 4:45p  
                  Saturday, 1 – 4:45p

## 2015 PROGRAM DIRECTOR REPORTS – Continued

### Used Book Operations – Continued

#### Vendor Sales (Look-at-a-Book)

The volunteers scan and search all book donations against our vendor's database. The books they accept are then sold via numerous online databases. Sales this year have been great and have exceeded last year. Total 2015 sales were \$8,224.18 a 47% increase over last year. Our business relationship has been very profitable, and look forward to another great year ahead.

#### Semi-Annual Used Book Sales

After a great deal of thought and discussion, the Board of Directors voted to discontinue the large semi-annual used book sales. We know this will be a disappointment to many. This decision was reached based on several circumstances. First, lack of available space to store over 250 boxes of books between sales. We had been given space at the Northville Public Works building but they needed to reclaim their space for additional storage needs. Secondly, the meeting rooms are in high demand for library and public meetings and events. It has become more difficult to obtain the number of days needed for all the meeting room space required for the setup, sale days and clean up. Lastly, the cost of holding the sales increased, as we needed to rent a truck to transport the books back from storage as well as the rental of tables to display the books. The two 2015 used book sales earned \$3,623.00. We hope that the community will avail themselves of our expanded Used Book Cellar hours and the carts.