



2016 Annual Report

March 16, 2017

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.

2016 FRIENDS BOARD OF DIRECTORS

| Name | Position |
|-------------------------|-----------------------|
| Martha Nork | President |
| Scott Frush | Vice President |
| Linda Bolam | Secretary |
| Deborah Stanifer | Treasurer |

| | |
|-------------------------|-----------------------------|
| Judy DeFrancesco | Read to Me Program |
| Claire Kreher | Gift Books |
| Martha Nork | Gift Store Manager |
| Linda Schwelnus | Gift Store Finances |
| Regina Mingela | Membership |
| Sandy Walts | Newsletter |
| Carol Oldenburg | Used Book Operations |
| Christine Litka | Public Relations |
| Jim Morché | Programs Coordinator |

| | |
|---------------------|------------------------|
| Betty Kaiser | Member-At-Large |
| JoAnn Kissel | Member-At-Large |
| Doug Witt | Member-At-Large |

President's Report

Martha Nork

In 2016 the Friends of the Northville District Library continued to work hard to raise funds that provided programs, services and equipment for the library. Through the efforts of approximately 125 volunteers, and the support of 237 members, the Friends contributed a total of \$37,453.88 to the library. We also continued our commitment to provide funds for interesting and enriching evening programming, and to support our own *Read to Me* program in conjunction with the library's Storytime Program.

2016 was also a year of change. Firstly, in order to maximize the revenue generated by the *Used Book Operation*, we decided to eliminate both the Spring and Fall used book sales, which had required a significant amount of concentrated effort, and focus instead on enhancing the Book Cellar space and increasing hours of operation throughout the year. This proved to be a very good change, and the *Used Book Operation* had another very successful year raising \$21,727.90.

The next change for the Friends was the decision to adjust the dates of our fiscal year. Previously, the fiscal year was from March 1st to February 28th. In 2016, the board voted to change the fiscal year to follow the calendar year, which has many benefits, including better alignment with the library's fiscal year. To make this change, the fiscal year in 2016 was 10 months running from March 1st to December 31st.

Another area that required significant focus of the Friends Board and that may result in considerable change for the Friends was that the Library Administration began a major study to assess the collections, services and space usage in the library. Several meetings and planning retreats were held which included Friends Board members. The spaces in the library that have been used by the Friends were evaluated, and we were asked to consider different options including reduction in the space allocated for our revenue-generating activities. Extensive research was done to learn how other Friends groups in the area manage their commitments to serving both the library and the community. Discussion on this important subject was carried into 2017 and is ongoing.

In October, the Friends were pleased to help the library celebrate their 20th Anniversary in the current location. A scavenger hunt was prepared that highlighted 12 items or projects in the library which we had either funded or contributed to over the years. This fun challenge was enjoyed by many party attendees.

The Friends goals and our mission remain the same, and we plan to work hard to continue serving and supporting the library and the community in the best ways that we can.

Friends of the Northville District Library 2016 Accomplishments at a Glance

- \$9,469.00 for new meeting room chairs
- \$7,104.00 for microfilm reader/printer
- \$12,035.88 to support the Summer Reading Program. Volunteers also registered participants in this program and helped with the finale party
- \$2,500.00 for support of Battle of the Books and volunteer staffing
- \$1,000.00 for Donor support mailing activities
- \$480.00 for monthly *Book Page* subscription
- \$1,000.00 to support the Community Reads Program
- \$600.00 for the Library Staff Christmas Lunch
- \$730.00 to microfilm the *Northville Record*
- Managed the Gift Book program
- Continued memberships in ALTAFF, FOML, and the Northville Chamber of Commerce
- Sponsored 6 evening programs
- Made significant improvements to the Book Cellar and increased hours of operation
- Increased revenue in the Friends Gift Store
- Managed Read to Me program

Northville District Library Annual Report

2016

Julie Herrin, Director

2016 Planning Process

In 2016, time and resources were spent on planning for the Library. We decided not to do a formal five-year plan, but to begin to plan on a shorter time frame, but more frequently. The Library hired a consultant, Bolan & Associates, to shepherd us through the process.

We began with a survey of current users and then held focus groups for the community and staff. With this data in hand, we convened a planning retreat. Attendees included Board Members, Staff, Friends of the Library, Community Leaders, and Library users. From this planning retreat we determined that two goals would be our strategic Focus for the next two to three years.

The goals were:

Provide an attractive, comfortable, and flexible space to meet a variety of user's needs.

Expand awareness and use of the Library collections and services.

A theme we heard throughout the process was a need for space. There was a need for more meeting rooms, study rooms and individual study spaces. The collections were maxed out and there was no room for new material on the shelves. The Board decided that the next step would be a formal study of existing space. The consulting firm of Bolan and Associates was again contracted for a space study. A planning committee of Board, Staff and Friends met with the consultants and thoroughly evaluated the existing space and use of space.

We also did a Collection Assessment looking at current collections, their circulation and turnover rate. The librarians began going through the collection to find outdated, non-circulating and duplicate items to remove from the shelves.

In October, Bolan and Associates returned a complete space plan with recommendations on rearranging the collections and space in the Library. This plan was reviewed by the Staff, then the Board and Friends of the Library. It generated much discussion and is being carried on into 2017.

One of the action steps for the second goal was to expand the Library's presence in the schools. We now have a representative from the Northville school administration and we work together to get our message to teachers, students, and parents.

20th Anniversary Celebration

In October, 2016, the Library Building turned 20 years old. We had a big celebration, noting accomplishments over the 20 years, providing entertainment and refreshments. With nearly 900 people in attendance, it was a great celebration.

Collection

During the Planning process, the facility consultants recommended that the collection of books, and AV materials was larger than average for a library our size. We also had run out of space to add new books to the shelves. We began a process to weed out old, outdated and duplicate materials. We also spent much time looking at the rate each collection was borrowed by the public. We found many items to withdraw. In 2016, we removed 17,887 items, while adding 10,934 for a net reduction of almost 7,000 items. This process continues in 2017.

Circulation

Books, DVDs, music CDs, and games were circulated over 504,171 times. This amounted to a less than 0.1% gain over 2015. The Northville Community is still committed to physical items for the library. However, the borrowing of materials is slowing each month probably resulting in a drop in 2017. The use of the Internet to get facts and factual information has reduced the need for many non-fiction books. E-book circulation is growing but only accounts for 11% of our total circulation. Freegal, our downloadable music solution and Zinio, providing current magazines online are slowly growing services.

Online Resources

The Library offers 60 databases (online research sources) many for the Michigan Electronic Library (MEL) and quite a few paid for from the Northville Library's budget. This year we added the Historical Detroit Free Press which along with our current subscription allows access to the Free Press from 1831 to date. Learning resources include Brain Fuse, an online live tutoring resource, Gale Courses, and Mango languages.

Programming

Adult programs doubled in 2016, due to a revitalized Adult Services Department. For the first time programs were held at the Township Hall to extend the reach of the library to a wider community and use the larger space provided. This was an initiative prompted by the Planning retreat. A new English Conversation Group started under the auspices of the Library but is staffed by volunteers. Youth programs remained steady, story times were full and special events well-attended.

Technology

This year, Internet computer use was down, but use of Wi-Fi was up. One Express computer was removed for lack of use. A new system (Envisionware) was purchased to handle computer sign ups and printing. Wireless printing is now available from any device as well as from sources outside the library due to a web interface. The Library is offering for check-out 2 new mobile hot-spots that can give users internet access on the go.

Local History

Local history remains important to the Northville Community and researchers have access to many local history documents as well past issues of the Northville Record. The digitization of the Northville Record has greatly expanded the Local History Collection. Searchable online both in the Library and remotely, the Northville Record Online is a great resource for the community. The Library subscribes to the Historic Detroit Free Press. Copies of the Northville High School Yearbook were added to the Northville Library Local History website. The staff produced a searchable index with information for the Rural Hill Cemetery. Local oral history tapes and transcripts were put up on the Library Website along with videos.

Finance

Income for 2016 was about 3% above last year. Expenses were 22% less than 2015. The difference was a very large HVAC expenditure in 2015. The Balance of Revenue over Expenses for 2016 was \$ 346,063. Since the Building Bonds were paid off in 2015, the Debt Fund was closed and the remaining \$51,000 was transferred to the Reserve fund. The Reserve fund is distributed as follows:

| | |
|-------------------------------------|-------------|
| Facilities and Capital Improvements | \$973,970 |
| Strategic Planning | \$ 88,591 |
| Future unfunded Expenses | \$1,048,078 |

Facilities

The Library added a Knox box for after hour access for police and fire. New chairs were purchased for the Meeting Room, thanks to a generous financial gift from the Friends. We purchased a new flag in response to a request from the public and it resides next to the fireplace. Because of the efficiencies brought by the installation of a new heating and cooling system last year, Gas bills were under budget for this year. Response to the Planning Space Study will impact the layout of the facility in 2017.

2016 PROGRAM DIRECTOR REPORTS

Gift Book Program

Claire Kreher - Program Director

Thanks to the generosity of the Northville Community, the Friends Gift Book Program received \$530.00 in memory of someone, or to honor someone, or as a gift. We were able to provide 19 books to the Northville District Library.

Friends Gift Store

Martha Nork – Manager, Linda Schwelnus – Finances, Berclay Ruschak – Buyer

In 2016 the Friends Gift Store contributed \$4,500.00 to the Friends. This was more than our budgeted commitment, and was achieved during a 10 month fiscal year. Our operating expenses for the year included credit card fees, telephone expenses and insurance. The store is open seven days a week, and is run entirely by a dedicated staff of 22 volunteers.

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 instead of the regular 10%.

Membership

Regina Mingela – Membership Director

The Friends of the Northville District Library include 237 paid memberships, 232 regular memberships and 5 business 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.

In 2016 we recruited new members during our annual membership drive in March, in the Friends Gift Store, and at Friends’ sponsored programs and speakers.

A committee was formed to design a new Friends membership brochure with updated information. One thousand colorful and appealing brochures were printed.

A decision was also made to change the Membership year, which has traditionally started and ended in March. The new membership year will start and end in May beginning in 2017.

PROGRAM DIRECTOR REPORTS - CONTINUED

Newsletter

Sandra Walts – Editor and Director

The Friends of the Northville District Library newsletter is our mechanism for providing members with updated information on Friends activities as well as informational articles. The newsletter is published three times a year, and each issue is mailed to Friends members. Newsletter items are gathered and created by the Editor who formats the issue, has it printed and assembled. With the assistance of Friends volunteers, mailing labels and postage are added.

Public Relations

Christine Litka - 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 2016 we sent 24 emails.

In addition, we place press releases in the *Northville Record* and distribute flyers to community businesses for posting on their premises. In 2016 we sent 4 press releases, one article to *Northville Today*, and submitted articles to be included in the Friends newsletters.

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. This year we researched and compiled a list of the donations made to the Library since our inception which was displayed at the Library’s 20th Anniversary Party.

PROGRAM DIRECTORS REPORTS - CONTINUED

Read to Me Program

Judy DeFrancesco - Director

The Friends *Read to Me* gift bag program began about 6 years ago, and we had another very successful year distributing gift bags to new babies at the *Story Time Program*.

2016 had a lot of new babies at *Story Time*. 160 gift bags were distributed. This program seems to attract a lot of new parents and caregivers. About 15-20 gift bags are distributed to new babies at each *Story Time*.

About 90% of parents or caregivers are residents of the Northville community.

I have loved bringing this program to the community to promote the benefits of reading to children at an early age. It is a wonderful, happy day, giving gift bags to these little people.

I would like to thank the Friends for all of your support of the *Read to Me* gift bag program.

Summer Reading Programs

Roz Fink - Program Coordinator

"On Your Mark...Get Set...Read!" was the theme for another successful Summer Reading Program which began in June of 2016. Due to the excessive heat, the finale party was held indoors with approximately 144 attending.

Program attendance included 962 Youth, 268 Teens and 287 Adults.

Friends contributions:

Youth Summer Reading - \$6500.00

Teen Summer Reading - \$2500.00

Adult Summer Reading - \$2000.00

Summer Reading Party - \$1035.88

PROGRAM DIRECTORS REPORTS – CONTINUED

Used Book Operations

Carol Oldenburg - Director

The sale of used books is the Friends largest fund raiser and 2016 was another successful year. Northville is a generous community donating approximately 600 used books per week.

This success is only achieved through the hard work of all our volunteers that sort donated books, scan to vendor database, stock carts, shelve, weed and staff the Friends Cellar.

Used Book Cart Sales

\$8,078.45

The used book cart sales continue to be popular and the biggest revenue-generating portion of our used book sales. The carts, on the main level of the library, are refilled by volunteers three times per week.

Used Book Cellar

\$6,159.04

The Used Book Cellar is one of the best-kept secrets in the library. Tucked in a location not quite as visible on the lower level, it is worth seeking out.

Hours: Monday and Wednesday, 11am – 4:45pm, 6:30 – 8:30pm

Friday, 11am – 4:45pm

Saturday, 1 – 4:45pm

Vendor Sales (Look-at-a-Book)

\$7,490.41

Donated books are scanned against the vendor's database. The Vendor sells the accepted books via numerous online databases and the proceeds are split. Working with Look-at-a-Book has been very profitable, and we look forward to another great year ahead.

TOTAL USED BOOK SALES

\$21,727.90 *

* This report is only for March – December 2016. Previous fiscal year was March 1, 2015 – February 28, 2016. The Friends Board voted and changed the fiscal year to January-December beginning January, 2017.

Charitable Donations

Childrens Books that are not quite the quality to sell, have been donated to numerous Detroit schools. The books are greatly appreciated as some schools have no libraries. Last year approximately 1,000 books were donated. Paperback books in poorer condition are donated to various jails and youth detention facilities.

Friends Programs

Jim Morché – Programming Coordinator

The following programs were sponsored by the Friends in 2016:

May 10: The focus was on the Hubbell Telescope, in the Community Center as astronomy/physics tech Jesse Lee Mason presented about 100 shots taken in outer space. About 100 people showed up in spite of the rain and the fact that part of the program was to have been held outdoors. Nonetheless, audience response was very favorable and Jesse has been booked for two more solar system presentations in the next two years.

September 20: Jesse Lee Mason—this time featuring his musical talents -- and brother Kelly Mason played Bluegrass music. They traced the roots of this lively music form from its roots in Ireland and Scotland to the hills of Appalachia. They sang and played fiddle and mandolin in a jam-packed Carlo Room.

October 4: “Pirates of the Great Lakes” Photographer and historian Lori Feret offered a powerpoint presentation that started with a world view of piracy and narrowed to the 18th and 19th and even the 20th centuries on the Great Lakes. Again, the Carlo Room of the Library was filled.

November 10: “How Detroit Won the War; the Willow Run Story”. The presenter was Randy Hotton, Board Member of the Yankee Air Museum since 1985. He also flies as a pilot of the Yankee Air Museum in the C-47 and B-17. He is a professional pilot and works for USA Jet Airlines. A retired Navy Captain, he was a pilot in P-3 Orion aircraft flying in Vietnam and conducted anti-submarine patrols during the Cold War. Randy explained how automotive assembly techniques were adapted to mass produce the aircraft that were so vital to the World War II war effort.

November 22: Picks & Sticks is always a crowd favorite. This musical roller coaster featured several instruments including the guitar (Picks) and the dulcimer (Sticks), with the two original members and two new players.

December 6: 12th Night Singers. This highly acclaimed a capella group provided a great start to the holidays with many of our favorite traditional carols plus some that have not been heard before.

Friends of the Northville District Library Gift Store Financial Statement for the Fiscal Year Ending 12/31/16

| | |
|--|--------------------------|
| Opening Balance 3/1/16 | \$2,481.92 |
| <hr style="border-top: 3px double #000;"/> | |
| Income | |
| Store Sales | 15,073.52 |
| Credit Card Rewards | 105.42 |
| Interest | 1.06 |
| Sales Tax Collected (Mar-Dec) | 885.89 |
| <i>Total Income</i> | <u>16,065.89</u> |
| Operating Expenses | |
| Merchandise Purchased for Resale | 8,921.23 |
| Mi Sales Tax Paid (for Jan-Sept sales) | 575.18 |
| Credit Card Processing Fees | 557.07 |
| Credit Card Equipment Lease | 328.20 |
| <i>Total Operating Expenses</i> | <u>10,381.68</u> |
| Administrative Expenses | |
| Insurance | 500.00 |
| Supplies/Misc Expense | 11.11 |
| Telephone | 536.00 |
| Volunteer Appreciation | 86.00 |
| <i>Total Administrative</i> | <u>1,133.11</u> |
| Store Contribution to Friends | 4,500.00 |
| Total Expenditures | 16,014.79 |
| Ending Balance 12/31/16 | 2,533.02 |
| Bank Balance 12/31/16 | <u><u>\$2,533.02</u></u> |

Linda Schwelnus, Treasurer

**FRIENDS OF THE NORTHVILLE DISTRICT LIBRARY
FINANCIAL REPORT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016**

| | | |
|---|---|---------------------|
| ACCOUNT BALANCES | | |
| CFCU | Beginning Balance 3/1/2016 | \$ 69,965.67 |
| CFCU | Ending Balance 12/31 2016 | \$ 37,017.24 |
| CERTIFICATES OF DEPOSIT | | |
| CFCU | S31- CD MATURES 8/21/2018 | \$ 10,037.83 |
| CFCU | S32- CD MATURES 9/20/2018 | \$ 10,026.80 |
| CFCU | S33 - CD MATURES 10/22/2018 | \$ 10,013.37 |
| INCOME | | |
| | Membership Dues | 8,950.00 |
| | Used Book Sales: | |
| | Book Cellar | 6,278.50 |
| | Cart Sales | 8,239.10 |
| | Vendor Sales | 7,400.41 |
| | Used Book Sales Tax | (747.35) |
| | Donations from Programs/Events | 164.00 |
| | Gift Book Program | 505.00 |
| | Friends Store | 4,500.00 |
| | Interest | 92.41 |
| | Grants | 1,000.00 |
| | Donations - General | 936.03 |
| | Donations - Specific | 1,040.00 |
| TOTAL INCOME | | <u>\$ 38,358.10</u> |
| EXPENDITURES | | |
| PROGRAMS | | |
| | Friends sponsored events & programs | 725.00 |
| | Friends event | 234.85 |
| | UBSales Expense | 283.50 |
| | Read to Me | 469.17 |
| SUB-TOTAL PROGRAMS | | <u>\$ 1,712.52</u> |
| ADMINISTRATIVE | | |
| | Printing | 1,907.63 |
| | Postage | 98.00 |
| | Advertising/Promotion | |
| | Supplies and Miscellaneous | 33.91 |
| | Tax Preparation & License | 20.00 |
| | Dues/Memberships | 80.00 |
| SUB - TOTAL ADMINISTRATION | | <u>\$ 2,139.54</u> |
| SUB TOTALS FOR PROGRAMS & ADMINISTRATION | | <u>\$ 3,852.06</u> |
| DONATIONS TO LIBRARY - including Wish List | | |
| | Youth summer reading | 6,500.00 |
| | Teen summer reading | 2,500.00 |
| | Adult summer reading | 2,000.00 |
| | Battle of the books | 2,500.00 |
| | Donor Support Mailing/Activities | 1,000.00 |
| | Book Page subscription | 480.00 |
| | Community Reads | 1,000.00 |
| | Staff Christmas Lunch | 600.00 |
| | Meeting Room Chairs & ReupholsterChairs/Sofas | 9,469.00 |
| | Microfilm Reader/Printer | 7,104.00 |
| | Gift Books | 495.00 |
| | Summer Reading Party | 1,035.88 |
| | Micro Film Northville Record | 730.00 |
| | Donations to Library (inc. Grant) | 2,040.00 |
| SUB-TOTAL DONATIONS TO LIBRARY | | <u>37,453.88</u> |
| TOTAL EXPENDITURES | | <u>41,305.94</u> |
| Deborah Stanifer - Treasurer | | |

2017 ANNUAL MEETING

Nominees to Board of Directors

| OFFICERS – One Year Term 2017 – 2018 (Vote required) | |
|---|-----------------------|
| <u>Position</u> | <u>Nominee</u> |
| President | Martha Nork |
| Vice President | Scott Frush |
| Treasurer | Deborah Stanifer |
| Secretary | Linda Bolam |

| DIRECTORS – Two Year Term 2017 – 2019 (Vote required) | |
|--|-----------------|
| Public Relations | Christine Litka |
| Membership | Regina Mingela |
| Used Books | Carol Oldenburg |

| DIRECTORS – Previously elected for 2016 – 2018 Term (<u>No vote required</u>) | |
|--|------------------|
| Gift Books | Claire Kreher |
| Read to Me | Judy DeFrancesco |
| Gift Store | Martha Nork |
| Gift Store Treasurer | Linda Schwelnus |
| Newsletter | Sandy Walts |

