



2019 Annual Report

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.

2019 – 2020 FRIENDS BOARD OF DIRECTORS

Martha Nork	President
Denise Stacer	Vice President
Linda Bolam	Secretary
Rick Nork	Treasurer

Claire Kreher	Gift Books
Martha Nork	Gift Store Manager
Linda Schwelnus	Gift Store Finances
Regina Mingela	Membership Co-Director
Carol Murray	Membership Co-Director
Christine Litka	Newsletter
Christine Litka	Public Relations
Denise Stacer	Read to Me
Denise Stacer	Scholarships
Will & Linda Bastien	Used Book Operations

Jim Morché	Programs Coordinator
Betty Kaiser	Member-At-Large
Suzanne Braverman	Member-At-Large

Friends of the Northville District Library

2019 Accomplishments at a Glance

- \$9,300 for new equipment requested by library staff: Juvenile Playaways (Audio Books), Circulating Telescopes, Fixit Bicycle Station, and additional furniture in the Teen Area
- \$6,925 for other enhancements to the library: Restoration of the Northville Record microfilm, Local history photos and matting, Book Page subscription, and “rain” bags for the Circulation Desk
- \$11,560.56 to support the *Summer Reading Program*. Volunteers also registered participants in this program and helped with the finale party
- \$3,800 for other library programming: *Battle of the Books*, *Barking Book Buddies*, and “Every Brilliant Thing” performance
- Provided volunteer support for the *Battle of the Books* and *Book Walk*
- \$500 to sponsor 6 evening programs
- \$1,200 to support the *Community Reads* Program
- \$600 for the Library Staff Holiday Lunch
- Managed our *Read to Me* program
- Managed the *Gift Book* program which added 123 books and 2 DVDs to the library collection
- Significantly increased revenue from the Used Book Operation
- Exceeded the budgeted commitment from the Friends Gift Store
- Continued memberships in FOML (Friends of Michigan Libraries), and the Northville Chamber of Commerce, and attended an FOML conference
- Awarded our first *Friends Scholarship* to a Northville High School senior, and expanded the program

President's Report

Martha Nork

The Friends of the Northville District Library had another successful year in 2019 providing funding to the library for programs, services, and equipment. Through the efforts of approximately 125 volunteers, and the support of 221 members, the Friends raised and contributed over \$34,000 to the library. We also continued to sponsor our own interesting and enriching evening programming, as well as the popular Read to Me program in conjunction with the library's Storytime Program.

In June, the Friends participated in the Northville Arts & Acts Festival by hosting a craft day on the front porch of the library. Several teen volunteers were on hand with Friends Board members to help children create an Eric Carle inspired picture. 35 kids participated.



The Friends newsletter was updated in the fall, and with the help of staff member, Sarah Milroy, we were able to develop a new layout and bring a fresh look to the newsletter which is published twice a year.

In October the Friends sponsored our annual "Cider on Sunday" event. The purpose of this event was to raise awareness of the Friends and the library within the community, and to celebrate National Friends of the Library Week. Once again it was a very enjoyable afternoon with cider, donuts, crafts, a scavenger hunt, raffle baskets, and free used books.



Also in October, a committee was formed to begin plans for a Volunteer Fair to be sponsored by the Friends and held in conjunction with the library. The purpose of the fair is to educate the Northville Community about local organizations that have volunteer opportunities. At the same time, these organizations will have a place to share what they do and find potential volunteers.

The main source of income for the Friends is our used books operation, and sales continued to grow in our *Book Cellar* on the lower level. The library receives 600-800 used books and materials a week, and our volunteers spend hours sorting through them. Our Used Book Operations Directors, Will and Linda Bastien, and other volunteers, continued to enhance the *Book Cellar* to make it more inviting and appealing. A portion of the books which are donated to the library are sold through an online vendor and although time consuming, this method continues to be a good source of revenue.

In 2019, Vice President Jennifer Gustafson and Treasurer Scott Frush both stepped down from the Friends Board. I am grateful for their time and energy working with the Board. Denise Stacer was elected Vice President at our March Annual Meeting and Rick Nork was appointed to complete Scott's term as Treasurer in June. Jim Morche also retired from the Friends Board after serving in several different capacities for many years. Most recently Jim was responsible for scheduling our wonderful and enriching evening programs

The Friends look forward to the coming year in which we can continue to serve and support the Northville District Library and our community in the best ways that we can.



L-R: Suzanne Braverman, Linda Schwelnus, Christine Litka, Linda Bolam, Martha No, Will Bastien, Linda Bastien, Regina Mingela, Claire Kreher, Stephanie Seyfarth

The Northville District Library 2019 Annual Report

Laura Mancini, Director

The year 2019 saw the introduction of new faces and new features at the Northville District Library. The support of the Friends was an essential component in the Library's ability to continue to provide top-notch collections, programs, and services to the residents of the city of Northville and Northville Township.

Usage Statistics

The Northville District Library tracks the usage statistics of all of the services it provides to the public. While the circulation of books is the most traditional and largest of its services, the Library provides an array of offerings to the community. Listed below is a snapshot of some of these and their 2019 usage figures:

Social Media Channels	4,363 individuals were following the Library on its four social media platforms
Book and AV Circulation	294,772 checkouts with an average checkout of 9 items per every resident in the district
Digital Downloads	51,038 downloads of ebooks, audiobooks, music, videos, magazines, movies, television shows, and comics
Research Databases	Patrons searched these free products 69,395 times to get access to accurate and authoritative information
Meeting Rooms	801 uses by community groups and businesses
Mobile Hotspots	81 checkouts of portable wireless access devices
Wireless Sessions	16,512 times patrons connected their mobile devices to the library's free public network
Study Rooms	5,128 uses by patrons
TechXpert Help	108 one-on-one sessions with Digital Services Librarian

Building

With the support of its Friends, the Northville District Library was able to purchase new furniture for its Teen Collection area on the lower level. Two chairs, two small computer tables, and one large table were purchased for the space. The new furniture will make it easier for teens to use their electronic devices when in the Library. Likewise, the design of the furniture helps to give the Teen area its own distinctive look and feel. The Northville communities have a growing population of teens and an increasing number of them are using the Northville District Library. The Library wanted to create a space that is both welcoming and functional for this demographic.



New Tables and Chairs
For the Teen Area



Fix-It Bike Station

As bike riding is a popular activity in Northville, especially in the downtown area, the Friends purchased a Fix-it Repair station for the Library. Situated on the west grounds on the Library near its entrance, the stations allows bikers to be able to inflate their tires and perform minor repairs while they are on the road. The installation of the Fix-It Station has lead to an increasing number of bikers visiting the Library, not only for the stations, but also to check out the Library's plethora of other services.

The Library of Things

Library collections are moving beyond just containing books and movies. They now contain non-traditional items that people ordinarily would not associate with libraries. The year 2019 marked the 50th anniversary of the moon landing. The Northville District Library commemorated this event with special programs and highlighted the many titles in its collection on space. With the helps of the Friends, the Library was able to purchase two telescopes to add to its *Library of Things*. Northville patrons were able to check out these devices and use them to do a little space exploration of their own, especially during the clear, starry, summer nights.

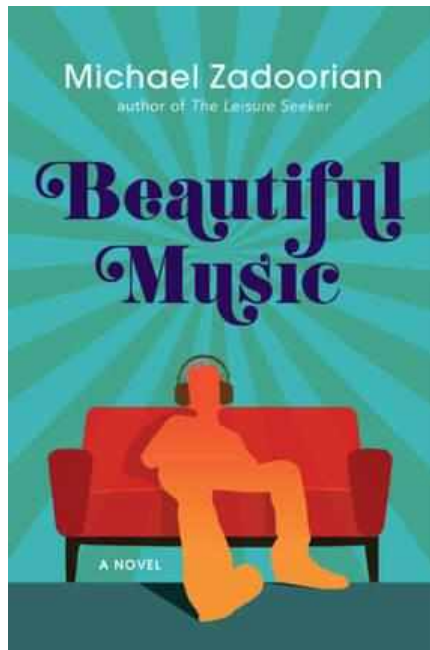


A new addition to the
Library of Things:
Telescopes

Special Events

Summer Reading Programs: Once again, the Friends provided support to the three annual programs to keep kids, teens, and adults reading throughout the summer months. The funds from the Friends covered expenses for performers, prizes, and program supplies. In addition to monetary support, the Friends also volunteered their time to help the Library carry out this activity. The Youth Department wishes to recognize Roz Fink for all her help in coordinating the tote bag printing and volunteer assistance as well as providing food and supplies for the finale party.

Every year the Friends also provide funds that enable the Northville District Library to participate in the Community Reads program. *Community Reads* is an annual event in which Northville collaborates with 5 other neighboring libraries to spotlight and discuss a particular book. The *Community Reads* book for 2019 was *Beautiful Music* by Michael Zadoorian, a Detroit native who writes about his childhood in the 1960s and 1970s. Mr. Zadoorian spoke to an audience of readers from all the Community Reads libraries in November 2019.



2019 Community
Reads Title

The annual *Battle of the Books* took place in March, with over 150 middle students competing in the contest. Each year the winning team is featured in a poster, with all of these on display in the Teen Area of the Library.

Board of Trustees and Staffing Changes

In 2019, two members of the Northville District Library Board stepped down from their positions: Jim Morché and Suzanne Schiamanski- Gross. Both of them have been involved with the NDL in various capacities for many years. The Board of Trustees appointed Carol Doyle and Nicholas Vlisides to serve out the remaining portion of the vacant terms. Laura Mancini also began as the new director in January 2019. The close of 2019 saw the retirement of Dorie Freebury, who had served as the library's Head of Youth Services for nearly 25 years.

Finance

In November 2019, the Library carried out its Annual Giving Campaign. The Friends of the Library provide for the campaign's mailing and printing costs. The Library's Endowment Fund is at \$615,000. Distribution from this fund can be counted on for years to come, to help enhance services if other funding sources decrease.

The Library ended its Fiscal Year on November 30, 2019 with a net reserve of \$287,000.00, which is the amount of revenue over expenditures. The Board of Trustees continues to carefully manage the financial resources of the Library.

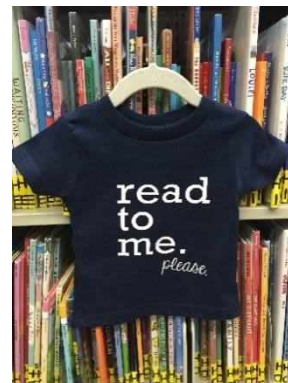
PROGRAM DIRECTOR REPORTS

Friends Gift Store

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

In 2019 the Friends Gift Store contributed \$4750.00 to the Friends. This was greater than our budgeted commitment. Our operating expenses for the year included credit card fees and equipment lease, telephone expenses, and insurance. The store is run entirely by a volunteer staff of 21.

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 usual 10%.



Gift Books Program

Claire Kreher – Director

The Friends Gift Book Program received a total of 41 gifts: 14 in Honor of someone, 26 in Memory of someone, and 1 Gift. Four of these gifts were given by the Friends of the Northville District Library in Memory or Honor of someone. The total amount received was \$2,032.79. 123 Books and 2 DVDs were added to the Library's collection. In addition, funds specifically designated for baby, toddler and pre-school programs provided a Pre-Writing Magnetic Board, as well as Early Literacy Supportive Materials for our earliest "readers"! We appreciate the support of our community in honoring or remembering friends and loved ones through this program.

Membership Committee

Regina Mingela and Carol Murray – Co-Directors

The Friends of Northville District Library has 221 current memberships. These include 47 Patron, 8 Lifetime and 13 Business Memberships. Membership dues are a major source of funding for the Friends. There are several levels of membership, including: Teen, Individual, Family, Patron, Business, and Lifetime.

Our members support the goals of the Friends with their membership dollars and through volunteer opportunities such as Summer Reading registration, in the Gift Store, which utilizes 22 volunteers, and in the Used Book Operation and Book Cellar, which requires approximately 50 volunteers each month. We recruit new members at our various activities and through networking in our community. Our members benefit with a 10% discount on all purchases in the Gift Store and with a special discount two times a year during our Member shopping days. The annual membership drive is in May, and our membership year is from May 1st to April 30th.

Public Relations

Christine Litka - Director

Public Relations has continued our mission to promote the Library and our Friends organization to the community and to our Friends members.

Our primary means of communication is through our Mail Chimp email platform. Our mailing list has grown to 276 subscribers whom we inform about Friends' activities and programs such as our used Book Cellar activity, lectures, social gatherings, musical presentations and news.

We believe they have positive effects on gift store and used book sale revenues and on attendance at library and Friends events. We sent out forty-two emails in 2019 which were well-received judging from the "open rate" recorded by Mail Chimp.

Public Relations submits articles to *The 'Ville*, the *Northville Record* and circulates and posts flyers announcing our programs at area businesses. We attend community events including Northville Business Showcase, Northville Farmers Market, and Chamber of Commerce events at which we promote the Friends.

Maintaining and improving awareness and interest in the Friends of the Northville District Library is a rewarding and valuable effort. Seeking new ideas, new people and new activities while continuing our proven practices is our goal.



Read to Me

Denise Stacer – Director

The Read to Me program was started by the Friends to promote early reading for children and to make parents and caregivers aware of the many benefits. We attend the library's Drop-In Little Me Storytime and present first-time attendees with a gift bag containing a board book, a beach ball, a bib, and information about early literacy. It is held monthly nine times a year.

Scholarship Program

Denise Stacer – Director

Starting in 2018, Friends of the Northville District Library created a Scholarship Committee with the purpose of offering scholarships to local high school seniors that volunteer within our organization. These students must attend Northville High School or be a Northville resident attending a private school or home school. Applicants are required to submit an essay about how libraries have helped them achieve their academic goals and influenced or had an impact on their personal life. Our first year two \$500 scholarships were awarded for the 2019/20 school year. We also received a \$1000 donation from The Northville Marathon Bridge Group with the specification that it be used for a scholarship. This will allow the Friends to offer four scholarships in the Spring of 2020.



Programs

Jim Morche – Programming Coordinator

June 18: "Thomas Edison, Beyond the Light Bulb, the Man with More Than a Thousand Patented Inventions", presented by educator/historian/archivist Joe Oldenburg. Held in the Carlo Room with 66 in attendance.

July 23: "50th Anniversary of the Lunar Landing" presented by astronomy/physics tech Jesse Lee Mason. Held in the Community Center with 50 in attendance.

October 1: "Living Fully with Low Vision", presented by Mary Ellen Daniel, MSA, Certified Low Vision Therapist of the Ford Health System. Held in the Carlo Room with 13 in attendance

October 15: "Eloise: Fact & Fiction" with novelist D.E. Johnson. Held in the Carlo Room with 83 in attendance.

November 12: "Picks & Sticks & Pals" four-member band. Held in the Carlo Room with 58 in attendance.

December 10: "12th Night" vocal a capella ensemble in Renaissance costumes. Held in the Community Center with 90 in attendance.



The Summer Reading Program

The 2019 Summer Reading Program, *A Universe of Stories*, was a wonderful success thanks to the support we received from our Friends of the Library. We had 718 children register and 414 complete the program, which is a 58% completion rate! The first 375 children that registered received a complimentary tote bag as an incentive.

The \$7,000.00 gift that the Friends of the Library provided funded performers, prizes, and program supplies, along with a fun Summer Reading Finale Party that 122 people attended.

Thank you for your continued support of our Summer Reading program! We are grateful for your support.

Youth Program

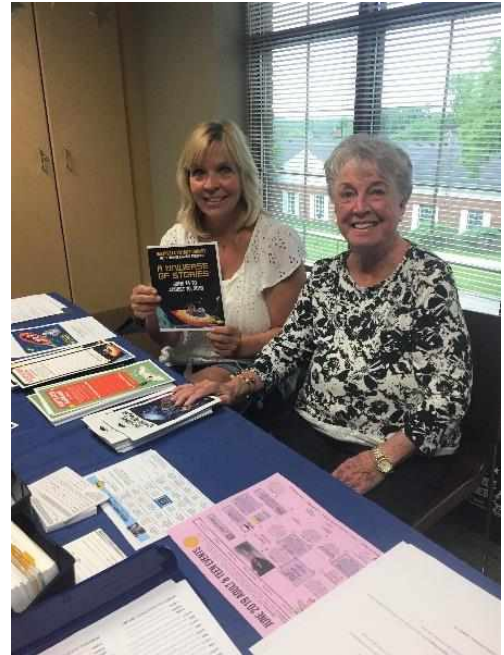
\$7,000.00 donation by the Friends of the Library
718 registered/414 finished/58% completion rate
39 events with 2,774 overall attendees at the programs

Teen Program

\$2,500.00 donation by the Friends of the Library
207 registered/64 finished/31% completion rate
9 events with 189 overall attendees at the programs

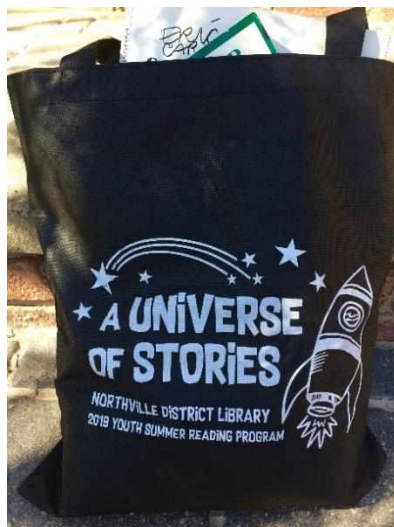
Adult Program

\$1,000.00 donation by the Friends of the Library
282 registered



Respectfully submitted,

Caryn R. Bartone
Head of Youth Services



FRIENDS OF THE NORTHVILLE DISTRICT LIBRARY, INC.

4/9/2020

As of December 31st 2019

ASSETS

CHECKING ACCOUNT (0.05% APY)

CFCU	Beginning Balance	12/31/2018	\$	52,412.83
CFCU	Ending Balance	12/31/2019	\$	<u>40,458.89</u>
CFCU	Change	2019	\$	<u>(11,953.94)</u>

CERTIFICATE OF DEPOSITS

CFCU	Balance at	12/31/2018	\$	10,010.43
CFCU	Balance at	12/31/2019		<u>20,554.22</u>
CFCU	Change	2019	\$	<u>10,543.79</u>

TOTAL (Checking + CDs)

\$ 61,013.11

NET CHANGE 2019

\$ (1,410.15)

INCOME

YEAR TO DATE

Membership Dues	\$	10,805.00
Used Book Sales		
Book Cellar		13,514.78
Vendor Sales		5,438.27
Donations from Programs/Events		
Friends' Store		4,750.00
Gift Book Program		1,311.50
Interest & Dividends		564.92
Grants		-
Donations - Unrestricted		2,699.18
Donations - Restricted		1,000.00
TOTAL INCOME	\$	40,083.65

EXPENSES

	YTD
PROGRAMS	
Friends sponsored programs	\$ 500.00
Friends event/annual meeting	422.89
Scholarships	500.00
Rain Bags	1,950.00
Read to Me	298.42
SUB-TOTAL PROGRAMS	\$ 3,671.31
OPERATING EXPENSES	
UBSales - Misc Expenses	\$ -
UBSales - Sales Tax	819.20
SUB-TOTAL OPERATING EXPENSES	\$ 819.20
ADMINISTRATIVE	
Printing	
membership	\$ 204.85
newsletter	951.37
gift book brochures	-
donor envelopes	-
Postage	50.00
Advertising/Promotion	74.00
Supplies, Honor Gifts, and Miscellaneous	379.33
Tax Preparation & License	320.00
Dues/Memberships	365.00
SUB - TOTAL ADMINISTRATION	\$ 2,344.55
SUB TOTALS FOR PROGRAMS, ADMINISTRATION & OPERATING EXPENSES	\$ 6,835.06
DONATIONS TO LIBRARY - including Wish List	
Summer Reading: Bags	\$ 964.22
Summer Reading: Party	96.34
Gift Books (paid to and including 1002)	2,652.50
Grants	-
<i>Annual</i> Youth summer reading	7,000.00
<i>Requests</i> Teen summer reading	2,500.00
<i>Annual</i> Adult summer reading	1,000.00
<i>Requests</i> Battle of the books	2,500.00
<i>Annual</i> Donor Support Mailing/Activities	500.00
<i>Requests</i> Staff Christmas Lunch	600.00
<i>Annual</i> Community Reads	1,270.68
<i>Requests</i> Book page subscription	864.00
	\$ 19,947.74
<i>Special</i> Juvenile Playaways	\$ 1,000.00
<i>Requests</i> Barking Book Buddies	600.00
<i>Special</i> Microfilm Restoration	3,811.00
<i>Requests</i> Circulating Telescopes	800.00
<i>Special</i> Local History Photos & Matting	300.00
<i>Requests</i> Fixit Bicycle Station	2,500.00
<i>Special</i> Every Brilliant Thing Program	700.00
<i>Requests</i> Table/Seating of Teen Back Wall Area	5,000.00
SUB-TOTAL LIBRARY	\$ 34,658.74
TOTAL EXPENSES	\$ 41,493.80

Friends of the Northville District Library Gift Store
Financial Statement for the Fiscal Year Ending 12/31/2019

Opening Balance 1/1/2019	<u><u>\$2,262.41</u></u>
Income	
Store Sales	15,914.17
Credit Card Rewards	111.71
Interest	1.31
Donations	1.86
MI Sales Tax Collected (for Jan-Dec sales)	959.79
Total Income	<u>\$16,988.84</u>
Operating Expenses	
Merchandise Purchased for Resale	8,708.24
Mi Sales Tax Paid (for Oct 2018-Sept 2019 sales)	990.75
Credit Card Processing Fees	784.76
Credit Card Equipment Lease/Final Purchase	480.84
Total Operating Expenses	<u>\$10,964.59</u>
Administrative Expenses	
Insurance	488.00
Supplies/Postage	169.45
Telephone	331.23
Volunteer Appreciation	118.23
Total Administrative Expenses	<u>\$1,106.91</u>
Total Expenditures	<u>\$12,071.50</u>
Store Contribution to Friends	<u>\$4,750.00</u>
Ending Balance 12/31/2019	<u>\$2,429.75</u>
Bank Balance 12/31/2019	<u><u>\$2,429.75</u></u>

Linda Schwelnus, Treasurer