



2020 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.

2020 - 2021 FRIENDS BOARD OF DIRECTORS

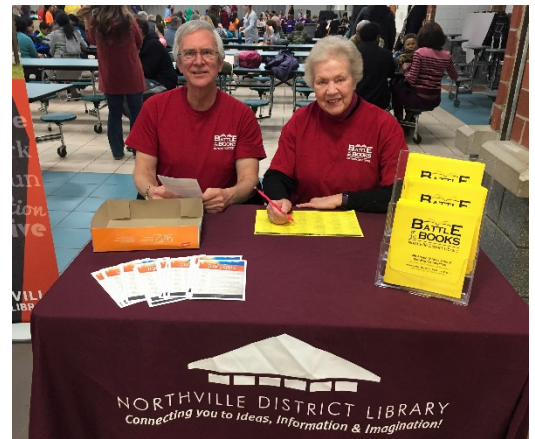
Martha Nork	President
Denise Stacer	Vice President
Linda Bolam	Secretary
Rick Nork	Treasurer

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 & Public Relations
Denise Stacer	Scholarships & Read to Me
Will & Linda Bastien	Used Book Operations
Betty Kaiser	Volunteer Coordinator

Kathy Fox	Board Member-At-Large
Diane Tilson	Board Member-At-Large
Suzanne Braverman	Board Member-At-Large
Suzanne Salsbury	Board Member-At-Large

Friends of the Northville District Library 2020 Accomplishments at a Glance

- Awarded four *Friends Scholarships* to Northville High School seniors
- Contributed \$10,500 to support the *Summer Reading Programs* for Youth, Teen and Adults
- Contributed \$3,500 to support *Battle of the Books* (Middle School reading competition)
- Provided volunteer support for the *Battle of the Books*
- Provided imprinted, reusable tote bags for a fall craft that was handed out to families by the Youth Department
- Applied for and received a \$1,000 grant from Community Financial, which was used to purchase STEM (Science, Technology, Engineering, Mathematics) kits for the Youth Department
- Sponsored 3 online evening programs
- Managed the *Gift Book* program which added 90 books and 12 DVDs or Audio Books to the library collection
- Continued memberships in FOML (Friends of Michigan Libraries), and the Northville Chamber of Commerce
- Contributed \$2,300 towards the International Book collection
- Provided funds for the 2019 Library Staff Holiday Lunch
- Provided sturdy plastic bags for the thousands of curb-side book orders



President's Report

Martha Nork

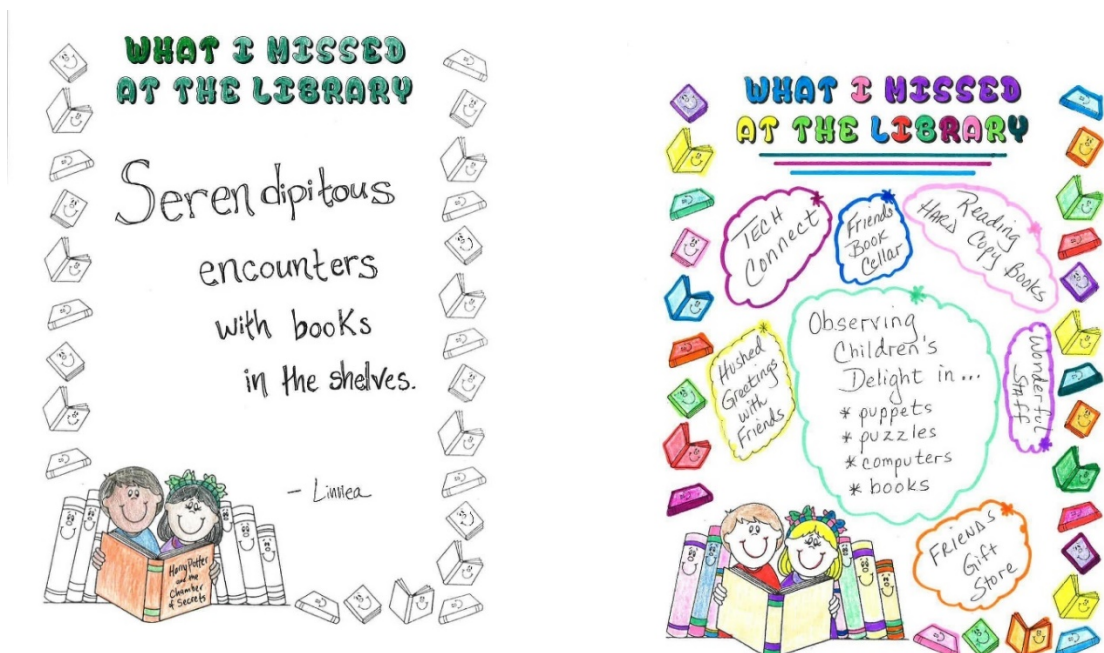
2020 was the year of the pandemic! The library was closed to the public beginning March 15th, which meant the Friends' Book Cellar and Gift Store also closed for what turned out to be the remainder of the year. Thankfully, our used book sales were very strong in January, February, and early March, so we had a good amount of income to start the year. We were also pleased with our membership drive in May, and were thankful for the new and renewal members who supported us.

With these funds we were able to contribute towards some of the library programs which have traditionally been supported by the Friends, such as Summer Reading and Battle of the Books. We were also able to donate \$2,300.00 towards the library's new International Book Collection.

After March 2020, all library programming was presented virtually, and the Friends funded three such events including a Jesse Lee Mason program, a Birdwatching program, and a lovely harp concert during the December holiday season.

In May, the Friends were proud to award academic scholarships to four local high school seniors. This was made possible in part by a generous donation to the Scholarship program by Northville Marathon Bridge. All four students had volunteered with the Friends in the used book operation, and three had been active with the library's Teen Advisory Board.

The Friends continued to meet virtually throughout 2020, and were happy to support the library as best we could given the limitations to our activities. We look forward to safely re-opening our Book Cellar and Gift Store soon so that we may resume fund-raising opportunities in support of the library. Also, our dedicated volunteers look forward to getting back to work in the building as it is a wonderful place to spend volunteer time, see friends, and support our community.



Summer Reading Program

Caryn Bartone – Head of Youth Services Northville District Library

The 2020 Summer Reading Program, *Imagine Your Story*, was different than any other year! We could never have imagined that it would be our story for the year. It was the first year that we couldn't have an official kick-off day, the library was closed for the first few weeks of Summer Reading, and we couldn't offer any in-person programs. All of the plans that were made before mid-March had to be changed: programs needed to be virtual, rather than in-person, and Summer Reading registration and tracking needed to be online.

The \$7,000.00 Youth Program gift that the Friends of the Library provided made this all possible.

- A database, READsquared, was purchased so that all ages could register for Summer Reading and track their reading. It tracked when participants completed the program and could pick up a prize.
- Virtual programs were offered for all ages to enjoy.
 - Storytimes each week
 - Dragons: Return of the Ice Sorceress was presented by ScienceTellers
 - Mad Hatter Joel's WonderReader Magic Show
 - Tween Summer Greetings with Traci Romeo
 - Cameron Zvara: Comedy Magician and Entertainer
- Supplies were purchased to put together weekly kits for the kids that included a craft, scavenger hunt, and other activities. Random prize drawings were done for the scavenger hunt each week.
 - June: 191 weekly packets were given out
 - July: 344 weekly packets were given out
- Kids wrote Book Reports each week and submitted them in order to be entered into a random prize drawing.

Thank you, Friends of the Library, for your continued support of our Summer Reading program! As always, we are grateful for your support.

Tracking attendance at programs and people participating in the program this year was difficult and I don't feel the numbers below are a true reflection of the program. Our community reached out to thank us numerous times for everything we were doing and I truly feel like we made a difference this year.

Youth Program

\$7,000 donation by the Friends of the Library

135 participants

Teen Program

\$2,500 donation by the Friends of the Library

55 participants

Adult Program

\$1,000 donation by the Friends of the Library

153 participants

PROGRAM DIRECTOR REPORTS

Friends Gift Store

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

Due to the pandemic and library building closures, the Friends Gift Store was closed on March 17th, and was not able to safely re-open for the remainder of the year, or contribute to the Friends revenue. Volunteers were able to hold a few “pop-up” sales on the front porch of the library during warmer weather.

Gift Books Program

Claire Kreher – Director

Thanks to generous donors, we received a total of 29 gifts during 2020, in spite of Covid-19! There were 21 Memorials; 7 gifts in Honor of someone; and 1 Gift. The total amount received was \$1,785.00. 90 Books and 12 CDs or Audio Books were added to the Library's collection. Forms for the Gift Book Program remain available in the Friends kiosk, and on the library website.



Read to Me Program

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 of this activity. Welcoming gift bags are distributed to new babies at each *Story Time* in the library. The bags contain a bib, a board book, an imprinted beach ball, informational materials, and a Friends membership form. Bibs were purchased in early 2020. Due to the pandemic and the resulting library building closures, and staff changes, this program did not run in 2020.

Scholarships

Denise Stacer - Director

The Friends awarded scholarships to the four Northville High School students that were selected by the Scholarship Committee. One of these scholarships was generously sponsored by Northville Marathon Bridge. We participated in the virtual Senior Honors Convocation that was presented by Northville High School in May.

The winners were: Jacob Karpenko, Arianna Markey, Helen Zhou, and Sanjana Kerkar.



Public Relations

Chris Litka - Director

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

We use the Mail Chimp email platform to communicate with 293 subscribers about Friends' activities and programs such as our Book Cellar, lectures, social gatherings and musical presentations and news. As events were restricted this year due to the coronavirus, our email count was down to fourteen pieces. Still, our emails are well-received.

The Chamber of Commerce publishes our activities in their calendars and we attend their social events. We also submit articles to The 'Ville, our local magazine.

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.

Membership Committee

Regina Mingela and Carol Murray – Directors

The Friends of Northville District Library has 165 current memberships. These include 11 Lifetime, 29 Patrons, and 13 Business Memberships. 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. We encouraged current members to renew in April by enclosing a membership envelope in our newsletter. An email reminder was sent to all members in July. A second reminder and envelope were sent in August to those members who had not yet renewed. In the past we have encouraged new memberships through the Friend's Gift Store and through various Library sponsored programs. In 2020 those activities were sidelined by the Pandemic.

Membership dues were the major source of the Friends funding in 2020. We are hoping to increase our membership numbers in 2021 by asking current members to encourage others to join the Friends of the Northville District Library with them this year.

The annual membership drive for renewing memberships is in May. Our membership year is from June 1st to May 31.



Newsletter

Chris Litka - Director

The Friends Newsletter is published twice a year, in the Spring and Fall. In the Fall of 2019 we adopted a new format which has improved the appearance, readability and attractiveness of the newsletter. We have had help with the formatting from Sarah Milroy, a graphic artist, on the Library staff.

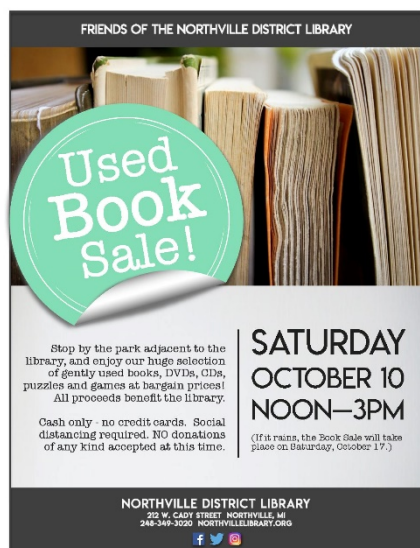
The newsletter includes, for example, a record of gift book donations, major donors, messages from our President, event announcements, scholarship winners, Book Cellar notices and a column on "What the Friends are Reading Now."

We send out 225 copies to Friends members and keep additional copies for display and distribution in the Library.

Used Books

Linda and Will Bastien – Directors

Due to the COVID pandemic, we were forced to suspend our used book sales. We continue to receive revenue from our vendor, although it is less every quarter since we are unable to send him additional used books. The Friends had a used book sale in the park behind the library on October 20th, which turned out to be a beautiful day. With the skeletons on display in Northville, and the Book Walk in the park, we had many passersby come to look and buy books. We would like to continue outdoor sales in the future, but will have to wait until we can safely accept and store donations.



USED BOOK SALES

2020 Year End Report

Deposits	Carts (\$)	Cellar (\$)	Carts & Cellar (\$)	Vendor Sales (\$)	Weekly Total (\$)	Last Year (\$)	Comments
Jan. 02, 2020		236.00			236.00		
Jan. 09, 2020		290.50			290.50		
Jan 16, 2020		292.5		1,033.66	292.5		
Jan. 23, 2020		0		0	0		no deposit
Jan 30, 2020		549.75			549.75		
Jan. Total		1368.75		1,033.66	2402.41		
Feb. 06, 2020		269.35			269.35		
Feb.13, 2020		297.75			297.75		
Feb. 20, 2020		238.25			238.25		
Feb. 27, 2020		300.45			300.45		
Feb. Total		1105.8			1105.8		
Mar. 05, 2020		262.00			262.00		
Mar.16, 2020		373.00		168.00	541.00		
March Total		635.00		168.00	803.00		
Apr. 29, 2020				1,141.71	1,141.71		
April Total					1,141.71		
May		0		0	0		
May Total					0		
June		0		0	0		
June Total					0		
July		0		0	0		
July Total					0		
August Total		0		0	0		
August Total					0		
September		0		0	0		
Sept. Total					0		
October		417.50		354.04	771.54		book sale
Oct. Total					771.54		
November		0		0	0		
Nov. Total					0		
December		0		0	0		
Dec. Total							
Yearly Total		3527.05		2697.41	6224.46		

Friends of the Northville District Library Gift Store

Financial Statement for the Fiscal Year Ending 12/31/2020

Opening Balance 1/1/2020	\$2,429.75
Income	
Store Sales	2,761.35
Credit Card Rewards	-
Interest	1.22
Donations	515.60 *
MI Sales Tax Collected (for Jan-Dec 2020 sales)	166.30
Total Income	\$3,444.47
Operating Expenses	
Merchandise Purchased for Resale	1,445.99
Mi Sales Tax Paid (for Oct 2019-Sept 2020 sales)	396.47
Credit Card Processing/Other Fees	287.04
Total Operating Expenses	\$2,129.50
Administrative Expenses	
Insurance	500.00
Supplies/Office Expense	68.88
Telephone	197.75
Volunteer Appreciation	164.10
Total Administrative Expenses	\$930.73
Total Expenditures	\$3,060.23
Store Contribution to Friends	\$0.00
Ending Balance 12/31/2020	\$2,813.99
Bank Balance 12/31/2020	\$2,813.99 *

Linda Schwelnus

Treasurer

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* Note: \$500 was donated to the Store Volunteers in honor of Pat Wright, a long-time volunteer. Its use will be determined in the future.

FRIENDS OF THE NORTHVILLE DISTRICT LIBRARY, INC.
YEAR ENDED 12-31-2020

3/17/2021

ASSETS

CHECKING ACCOUNT (0.05% APY)

BALANCE

CFCU	Beginning Balance	12/31/2019	\$ 40,458.89
CFCU	Ending Balance	12/31/2020	\$ 34,786.06
CFCU	Change	2020	\$ (5,672.83)

CERTIFICATE OF DEPOSITS

CFCU	S36 CD (2.00%) Matures 2/22/2021	\$ 10,491.69
CFCU	S37 CD (2.00%) Matures 3/11/2021	10,482.01
CFCU	Ending Balance 12/31/2020	\$ 20,973.70

TOTAL (Checking + CDs)	\$ 55,759.76
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INCOME

TOTAL YR. 2020

Membership Dues	\$ 9,285.00
Used Book Sales	
Book Cellar	3,527.05
Vendor Sales	2,697.41
Donations from Programs/Events	
Friends' Store	-
Gift Book Program	1,763.00
Interest & Dividends	441.93
Credit Card Fees	(56.05)
Grants	1,000.00
Donations - Unrestricted	2,714.99
Donations - Restricted	-
TOTAL INCOME	\$ 21,373.33

EXPENSES

	TOTAL YR. 2020
PROGRAMS	
Friends sponsored programs	\$ 450.00
Friends event/annual meeting	-
Scholarships	3,000.00
Other Program Expenses	-
Read to Me	373.88
SUB-TOTAL PROGRAMS	\$ 3,823.88
OPERATING EXPENSES	
UBSales - Misc Expenses	\$ -
UBSales - Sales Tax	513.11
SUB-TOTAL OPERATING EXPENSES	\$ 513.11
ADMINISTRATIVE	
Printing	
membership	\$ 441.92
newsletter	947.67
gift book brochures / donor envelopes	41.22
Honor Gifts	-
Postage	330.00
Advertising/Promotion	-
Supplies, Miscellaneous	19.88
Tax Preparation & License	20.00
Dues/Memberships	45.00
SUB - TOTAL ADMINISTRATION	\$ 1,845.69
SUB TOTALS FOR PROGRAMS, ADMINISTRATION & OPERATING EXPENSES	\$ 6,182.68
DONATIONS TO LIBRARY - including Wish List	
Summer Reading: Bags	\$ 804.00
Summer Reading: Party	-
Gift Books (paid to and including 1043)	1,740.00
Barking Book Buddies	-
<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	3,500.00
Staff Christmas Lunch	600.00
<i>Annual</i> Community Reads	-
<i>Requests</i> Book page subscription	-
	\$ 17,144.00
<i>Special</i> Book Bike	\$ -
<i>Requests</i> Halloween Skeleton	-
<i>Special</i> International Language Collection	2,300.00
<i>Requests</i> Teen Area Lounge Chair	-
<i>Special</i> Youth Dept. Mobile Display	-
<i>Requests</i> Youth STEM Kits	1,000.00
<i>Special</i>	
SUB-TOTAL LIBRARY	\$ 20,444.00
TOTAL EXPENSES	\$ 26,626.68
NET RESULT	\$ (5,253.35)