



# 2021 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.

## Friends of the Northville District Library 2021 Accomplishments at a Glance

- Awarded 3 *Friends Scholarships* to Northville High School seniors
- Contributed \$10,050 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 establish the Augmentative & Alternative Communication (AAC) program in the library. Core boards and sensory kits were purchased to assist non-verbal patrons.
- Sponsored 5 evening library programs
- Managed the *Gift Book* program which added 253 Books, 3 CDs, and 1 language Kit to the Library's collection
- Continued memberships in FOML (Friends of Michigan Libraries), and the Northville Chamber of Commerce
- Purchased the monthly *Book Page* magazine
- Provided treats for the library staff in February, and again in April for National Library Workers Day.
- Co-sponsored the first "Volunteer Fair" with the library on November 6<sup>th</sup>. This event was funded by Community Financial.



## President's Report

**Martha Nork**

2021 was the second year of the pandemic and due to associated guidelines and restrictions, Friends volunteers were not able to work in the library building until the fall. It was important to us, however, that we still work to accomplish our mission goals of supporting and promoting the library. We continued to meet monthly via zoom until we could meet in person, successfully completed our membership drive, and found creative ways to continue used book sales. This enabled the Friends to fund our own scholarship program and many of our long-standing programs for the library.

In an effort to keep the used books operation going, the Friends collected donations by word of mouth and stored them in an off-site location. We also purchased a laptop that could be used to scan these materials and we continued to work with our online vendor to sell what we could. Two used book sales were held in the park behind the library, one in May and another one in August. Both sales were well attended and enjoyed by the community.

The Friends Gift Store opened on October 25<sup>th</sup>, and the Book Cellar opened on November 1<sup>st</sup>. Both openings were met with great enthusiasm by our patrons, and both places had two months of solid income.

The Friends were proud to co-sponsor the first "Volunteer Fair" with the library on November 6<sup>th</sup>. The purpose of the event was to connect local groups who regularly use volunteers with community members who were looking for volunteer opportunities. Ten organizations, including the Friends, were represented, with a steady crowd of approximately 135 people stopping in to gather information.

Our Friends membership dues continued to be an important source of income for us, and we are grateful for our devoted membership. These funds, along with the Used Book and Gift Store income enabled us to have a successful year in support of the library.



## A Letter from the Director

Laura Mancini – Library Director

The following article appeared in the NDL Newsletter-Winter edition 2021 -2022:

In times of trouble having a good friend can make all the difference in the world. The Friends of the Northville District volunteer their time and raise funds to support library programs and services. In recent years, this support has made it possible for the NDL to provide a Summer Reading program for our community as well as the annual Battle of the Books competition, the NDL's largest single event. For the past fifty years, the work of the Friends of the NDL has been a constant source of support for the library. The organization truly exemplifies the meaning of friendship for the NDL.

The Friends operate the Used Book Cellar and the Gift Shop. Along with memberships in the organization, these stores provide the bulk of the revenue raised by the Friends for the NDL. When the COVID-19 pandemic hit, it became necessary to temporarily close the Book Cellar and the Gift Shop. In spite of this, the Friends provided their customary level of support to the Library in 2020. Because of these closures the Friends take a significant hit in the amount of money they expected to earn in both 2020 and 2021. Nonetheless, the Friends insisted on dipping into their savings yet again and provided the NDL with the same level of monetary support they had provided pre-pandemic. Due to their efforts, the NDL was able to continue the Battle of the Books competition and the Summer Reading program in 2021. Likewise, when the Library had to switch to provide virtual programming, the Friends responded by sponsoring several of the programs.

The NDL has been working to restore hours and services as COVID-19 vaccination rates continue to climb. In November, both the Used Book Cellar and the Gift Shop reopened to the public. The Friends of the NDL were there for the library and its patrons during the pandemic. Now is the time for all us to return that gesture of friendship. The next time you are in the Library, pay a visit to Used Book Cellar on the lower level. You will find gently used books and dvds at bargain prices. There are always some great finds on the Cellar's shelves. As you are leaving the Library, stop by the Gift Shop. Among the many unique items available are puppets, puzzles, toys, and jewelry. Last but not least, as you are considering what organizations to support with your year-end giving, please keep the Friends of the NDL in mind. More information about the Friends of the NDL can be found at [https://northvillelibrary.org/?page\\_id=22028](https://northvillelibrary.org/?page_id=22028)

## Summer Reading Program

### **Caryn Bartone – Head of Youth Services**

The 2021 Summer Reading Program, *Tails & Tales*, was a step towards a more “normal” summer reading program. Although we still had some virtual programs due to COVID, we were able to offer in-person programs outside. This year we were able to offer both paper and electronic tracking of the Summer Reading challenges, which increased our participation. Everything was a little bit more “back to normal”.

The Friends of the Library generously provided the Youth Dept. with a \$7,000 gift, which made the following possible:

- The database READSquared was renewed so that all ages could register for Summer Reading and log their reading on-line. It tracked when participants completed the program and could pick up a prize.
- Outdoor in-person and virtual programs were offered for all ages to enjoy.
  - Storytimes each week
  - Creature Feature, presented by Little Creatures Co.
  - Sound Science with Ann Arbor Hands-On Museum
  - Solar Viewing Party with Oakland Astronomy Club
  - Beverly Meyer, The Music Lady, Outdoor Concert
  - Communicating with Animals, presented by the Humane Society of Huron Valley.
  - Virtual Backyard Birds & Beyond, presented by Greg Bodker.
- Prizes were given to all 251 participants who finished the youth program, along with a free book.
- Six grand prizes were purchased and a random drawing was done for the finishers.

Participation in Summer Reading increased this year, since patrons could track their reading with a paper log or by using READSquared.

### Youth Program

\$7,000 donation by the Friends of the Library  
251 participants (Up from 135 in 2020.)

### Teen Program

\$2,500 donation by the Friends of the Library  
83 participants (Up from 55 participants in 2020.)

### Adult Program

\$550 donation by the Friends of the Library  
128 participants

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

## PROGRAM DIRECTORS REPORTS

### Friends Gift Store

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

The store opened for regular hours on October 25<sup>th</sup>, 2021. Prior to that, we held several “pop-up” sales on the front porch of the library and also had a table at both of the outdoor used book sales in the park. The store contributed \$2750 to the Friends in 2021.

### Gift Book Program

**Claire Kreher – Director**

The Gift Book Program is a way to memorialize or honor someone special with an addition to the library collection. Books and materials in the Gift Book Program are selected by library staff members after receiving suggested topics from the donor. The honoree is recognized with a bookplate placed in each item. The Friends handle all correspondence.

Thanks to the generosity of many Northville District Library supporters, in 2021, the Gift Book Program received 58 gifts: 41 Memorials, 16 in Honor of someone, and one "Just a Gift". The total amount received was \$4,039. We were able to add 253 Books, 3 CDs, and 1 Language Kit to the Library's collection.

### Scholarships

**Denise Stacer – Director**

The Friends awarded scholarships to three Northville High School students that were selected by the Scholarship Committee. The applicants are required to have volunteered for the Friends or the library during their junior or senior years, and are also required to submit a 350 word personal essay entitled, “How I Have Made a Difference Volunteering at the Library”. The winners in 2021 were: Kate Worley, Divya Singhal, and Hillary Luan.



## Membership Committee

**Kathy Fox and Carol Murray – Directors**

The total Friends of Northville District Library membership for 2021 was 157.

- 12 Lifetime
- 28 Patrons /Business
- 73 Individual
- 44 Family

Our members support the goals of the Friends with their membership dollars. We encourage current members to renew in April by enclosing a membership envelope in our newsletter. In the past we have encouraged new memberships through the Friend's Gift Store and through various Library sponsored programs. In 2021 those opportunities were reduced by the pandemic.

In order to encourage new members, during Membership month this past May, we asked current members to ask a friend to join the Friends of the Northville District Library. We offered a prize of a \$25 gift certificate from the Northville Chamber of Commerce to two members. Four current members encouraged a friend and we gained 4 additional members. A drawing was held and two current Friends were awarded the gift certificates.

Membership chairs attended outside used book sales, outside pop-up gift store sales, and the Friends sponsored Volunteer Fair. We gained new members at each of those events

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

We appreciate all the support from all our board members over the last year.

## Friends Newsletter

**Chris Litka -Director**

The Friends Newsletter is published twice a year, in the Spring and Fall. We send copies to Friends members and keep additional copies for display and distribution in the Library.

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 called "What the Friends are Reading Now." The Newsletter is well received and a tangible representation of our commitment to promoting the Friends.



## Read to Me Program

### **Denise Stace – 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. Due to the pandemic and the resulting library building closures, and staff changes, this program did not run in 2021.

## Used Books

### **Linda and Will Bastien – Directors**

Total sales for 2021 were \$3323.76 from Cellar sales, vendor sales and outdoor book sales. Outside sales were held in the park behind the library on May 15<sup>th</sup> and August 7<sup>th</sup>. High school students volunteered at both events. The Book Cellar opened on November 1<sup>st</sup> and we began accepting used book donations on the front porch on Mondays and Thursdays. A laptop was purchased for the used book operation.





## Public Relations

### **Chris Litka - Director**

Promoting the Friends to our community and members is our continued mission.

Mail Chimp is the program we use to send emails to 121 subscribers. Since January 2021 we have sent twenty-nine emails notifying members of Friends activities and news concerning our organization. Coronavirus is still impacting our events and interactions with the library, even our monthly meetings, but we continue our dedication to the library, our members and the community.

We are members of The Northville Chamber of Commerce and attend their networking events. We also submit articles to The 'Ville, our local magazine, and use social media platforms Facebook and Instagram.

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.

## Friends Sponsored Library Programs

### **Total spent in 2021 - \$1850.00**

Birding & Birdwatching with Greg Bodker – December 15, 2020 (paid for in 2021)

Home for the Holidays with harpist Chanah Ambuter – December 22, 2020 (paid for in 2021)

It Came from Space with Jesse Mason – January 13

Tuskegee Airmen – May 24

Sinatra! with Stuart Johnson – 2 part series: October 19 and 26

Yankee Air Museum with Barry Levine – November 10

# Friends of the Northville District Library Gift Store

## Financial Statement for the Fiscal Year Ending 12/31/2021

Opening Balance 1/1/2021	<u><u>\$2,813.99</u></u>
<b>Income</b>	
Store Sales	3,986.95
Credit Card Rewards	36.87
Interest	1.27
Donations	8.48
MI Sales Tax Collected (for Jan-Dec 2021 sales)	<u>237.87</u>
<b>Total Income</b>	<b>\$4,271.44</b>
<b>Operating Expenses</b>	
Merchandise Purchased for Resale	892.62
Mi Sales Tax Paid (for Oct 2020-Sept 2021 sales)	22.38
Credit Card Processing/Other Fees	<u>255.17</u>
<b>Total Operating Expenses</b>	<b>\$1,170.17</b>
<b>Administrative Expenses</b>	
Insurance	500.00
Supplies/Office Expense	79.48
Telephone	191.57
Volunteer Appreciation	<u>225.00</u> *
<b>Total Administrative Expenses</b>	<b>\$996.05</b>
<b>Total Expenditures</b>	<b>\$2,166.22</b>
<b>Store Contribution to Friends</b>	<b>\$2,750.00</b>
<b>Ending Balance 12/31/2021</b>	<b>\$2,169.21</b>
<b>Bank Balance 12/31/2021</b>	<u><u>\$2,169.21</u></u>

*Linda Schwelnus*

Treasurer

\* Used funds donated to Store Volunteers in honor of Pat Wright in 2020

**FRIENDS OF THE NORTHVILLE DISTRICT LIBRARY, INC.**  
**Year Ended 2021 Assets**

**Checking at Community Financial**

12/31/2020 Beginning Balance	\$34,786.06
12/31/2021 Ending Balance	\$29,477.57
Change 2021	(\$5,308.49)

**Certificates of Deposits**

323667S 38 .5% Matures 3/24/22	\$10,566.61
323667S 40 .5% Matures 4/17/22	\$10,563.77
Ending Balance 12/31/21	\$21,130.38

OVERALL TOTAL	\$50,607.95
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Friends of Northville District Library, Inc. Year ended 12-31-2021

Category	OVERALL TOTAL
<b>INCOME</b>	
Credit Card Fees	-12.35
<b>Dividends and Bank Interest</b>	
323667S 36 Matured	29.74
323667S 37 Matured	40.04
323667S 38 Dividend	45.18
323667S 40 Dividend	41.72
Checking Interest	17.29
<i>TOTAL Dividends and Bank Interest</i>	173.97
<b>Donations</b>	
Donations restricted	0.00
Donations unrestricted	2609.01
<i>TOTAL Donations</i>	2609.01
Friends Store	2,750.00
Gift Book Program	3,889.00
Grant	1,000.00
Membership	7,250.00
<b>Used Book Sales</b>	
Book Cellar	2,977.30
Vendor Sales	346.47
<i>TOTAL Used Book Sales</i>	3323.77
<b>TOTAL Income</b>	<b>20,983.40</b>

**Friends of Northville District Library, Inc. Year ended 12-31-2021**

<b>Category</b>	<b>OVERALL TOTAL</b>
<b>EXPENSES</b>	
<b>Administrative</b>	
Millage Campaign	1250.00
Advertising_Promotion	86.35
Dues _ Memberships	210.00
Honor Gifts	50.00
Postage	242.94
<b>Printing</b>	
Gift book brochures _ donor envelopes	0.00
Membership printing	0.00
Newsletter	894.58
<i>TOTAL Printing</i>	894.58
Supplies, Miscellaneous	459.49
Tax Preparation & License	320.00
<i>TOTAL Administrative</i>	3513.36
<b>Library Donations and Requests</b>	
Adult summer reading	550.00
Battle of the books	3500.00
Book page subscription	882.00
Gift Book	3463.00
Reading Bags	750.00
Summer Reading Party	0.00
Teen summer reading	2500.00
Youth summer reading	7000.00
<i>TOTAL Library Donations and Requests</i>	18645.00
<b>Operating</b>	
Used Book Sales - Misc Exp	567.82
Used Book Sales - Sales Tax	59.03
<i>TOTAL Operating</i>	626.85
<b>Programs</b>	
Friends Sponsored Program	1850.00
Friends Events (Cider on Sunday)	0.00
Other Program Expenses	0.00
Read to Me	0.00
Scholarships	1500.00
<i>TOTAL Programs</i>	3350.00
<b>TOTAL EXPENSES</b>	<b>26,135.21</b>
<b>OVERALL TOTAL</b>	<b>(5151.81)</b>

## 2021 - 2022 FRIENDS BOARD OF DIRECTORS

Martha Nork	President
Denise Stacer	Vice President
Suzanne Braverman	Secretary
Suzanne Salisbury	Treasurer

Claire Kreher	Gift Books
Martha Nork	Gift Store Manager
Linda Schwelnus	Gift Store Finances
Kathy Fox	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

Linda Bolam	Board Member-At-Large
Diane Tilson	Board Member-At-Large
Regina Mingela	Board Member-At-Large
Rick Nork	Board Member-At-Large