



# 2022 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 2022 Accomplishments at a Glance

- Awarded 4 *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*
- Set up an online method of payment for memberships and donations
- Provided imprinted, reusable tote bags for a fall craft that was handed out to families by the Youth Department
- Sponsored 5 evening library programs
- Managed the *Gift Book Program* which added 151 Books to the Library's collection
- Attended workshops and networking events with both FOML (Friends of Michigan Libraries) and the Northville Chamber of Commerce
- Purchased the monthly *Book Page* magazine
- Provided treats for the library staff in April for National Library Workers Day, in August to celebrate the successful millage renewal, and in December
- Co-sponsored the 2<sup>nd</sup> annual "Volunteer Fair" with the library on September 24<sup>th</sup>
- Supported the millage renewal campaign both financially and with volunteer time



## President's Report

Martha Nork

Several significant things happened for the Friends in 2022. The first was that we closed the Friends Gift Store in May, the second was that we set up an online method of payment for memberships and donations, the third major thing that happened was that the library purchased a large bin to collect used book donations, and the other significant event for the Friends was the passing of Will Bastien, our friend, co-volunteer and Board member.

The Friends Gift Store was opened in 1996 when the current building was opened. Janine Bauchat, who was President of the Friends at that time was instrumental in the design for the store. The store was a very successful endeavor for many years and brought a unique addition to the NDL. After much deliberation, the store was closed in May of 2022 for many reasons, the main reason being so that the space could be returned to the library for another purpose. Many thanks to the dedicated store volunteers who continued to work until the closing, and to those who helped clear the space. A big thank you to Linda Schwelnus for working so hard to sell store equipment, tie up the loose ends, and close the books.

Many thanks also to our membership team, Kathy Fox and Carol Murray along with Suzanne Salisbury who had the idea and the drive to set up a PayPal account so that membership and donation payments can now be made online. A QR code was added to the library website and all Friends publications so that people may easily purchase a membership or make donations. This process took a lot of effort and some extra technical help from library staff members. The process has proven to be useful for many people.

The library generously provided a large, attractive bin on the front porch for used book deposits. This bin eliminates the over-flowing carts that used to clog up staff areas, and enables Northville residents to drop off their gently used donations at any time. Currently, Friends volunteers and staff members are emptying the bin twice a day!

The Friends were saddened by the passing of Will Bastien on June 14<sup>th</sup>, 2022. Will was a very dedicated volunteer and our used book Director along with his wife and Co-Director, Linda. Will was full of ideas for the used book process and added much to the Friends Board. We also acknowledge the passing of Carol Holland on November 29<sup>th</sup>, 2022. Carol was a long-time library supporter, and a Friends volunteer who worked in many different capacities. She enjoyed working in the Friends Gift Store and always had a smile.

## Summer Reading Program

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

The 2022 Summer Reading Program, *Oceans of Possibilities*, was a great success with programs held indoors and outdoors for the kids and teens.

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 and indoor in-person programs were offered for all ages to enjoy.
  - Storytimes every week.
  - Michigan Magician Jeff Wawraszek of A2 Magic presented a comedy and magic show. Each child in attendance received a free magic trick.
  - DownPup Yoga held family yoga sessions.
  - Mad Science presented *Amazing Oceans*.
  - Bright Star Theatre performed Robert Louis Stevenson's *Treasure Island*.
  - Joe Reilly Family Musical Concert: Families joined us in the park for the concert.
  - Bubbleman Ron: Bubbleologist Ron Loyd amazed audience members as he created cube bubbles, double merry-go-round bubbles, smoke filled bubbles, bubbles inside bubbles, and more!
  - Howell Nature Center presented *Mythcrackers: Common Animal Myths*.
  - The Friends of Maybury presented *Introduction to Geocaching*.
  - We wrapped up the Summer Reading program with a performance by Ring of Steel, a theatrical stunt organization from Ann Arbor and the Friends of the Library generously provided cake.

At the end of Summer Reading, each participant who completed the program received a free book and a token for our new gumball machine, which allowed them to win a small prize. Six grand prizes were purchased and a random drawing for each of the prizes was done for the finishers.

Participation in Summer Reading increased again this year, and patrons had the option to track their reading with a paper reading log or by using the database READsquared.

Overall, we had 976 people participate in our programs this summer.

#### Youth Program

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

316 participants

2021 = 251 participants

2020 = 135 participants

#### Teen Program

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

145 participants

2021 = 83 participants  
2020 = 55 participants

#### Adult Program

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

2022 = 232 participants

2021 = 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.



#### Friends Sponsored Evening Programs

**Total spent in 2022 - \$714.20**

Our European Ancestors Voyage to America with Genealogist Katherine Wilson – May 10

History of Tiger Stadium with Doc Fletcher – June 6

Our Island Jewel with the Detroit Historical Society- October 3

'Tis Merry Berry Season: Cooking with Vanessa Young – December 5 ( paid in 2023)

## PROGRAM DIRECTORS' REPORTS

### Friends Gift Store

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

The Friends Store had a very successful year before the final closing in May of 2022. A small amount of new merchandise was purchased in January to “perk” the store up while we continued to mark down some older merchandise. Total revenue generated for the Friends in 2022 was \$5678.35. Several volunteers worked hard to sell or donate equipment and to empty the space after 25 years of accumulation! A “thank you” luncheon was held in June for current store volunteers and alumni.



### 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. Book and materials in the Gift Book Program are selected by library staff after receiving suggested topics from the donor, or the honoree’s friends or family. The honoree is recognized with a bookplate placed in each item. The Friends handle all correspondence. In 2022 the Gift Book Program received 34 Gifts: 25 in Memory of Someone, 6 in Honor of Someone, and 3 "Just a Gift" donations. The total amount received was \$2,130. 151 books were added to the collection.



## Friends Newsletter

**Chris Litka – Director**

The Friends Newsletter was published twice in 2022, in the spring and fall. Copies were sent to Friends members and additional copies were displayed in the Friends' kiosk and in the Book Cellar.



## 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 148 subscribers.

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.

## Membership Committee

**Kathy Fox and Carol Murray – Directors**

The Friends of Northville District Library had a total of 173 members in 2022.

- 13 Lifetime
- 41 Patrons /Business
- 74 Individual
- 40 Family
- 5 Teens

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 2022 we opened a PayPal account. Members can pay membership dues, or make donations via credit card, electronic cash transfer, or a PayPal account. To facilitate enrollment in the moment, there is now a QR code on our web site, on our Newsletter and on all of our new enrollment documentation.

Membership chairs attended outside used book sales, outside pop-up gift store sales, Cider on Sunday, 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.

## Scholarship Committee

**Denise Stacer – Director**

The Friends awarded scholarships to four Northville High School students that were selected by the Scholarship Committee. The winners in 2022 were: Haley Brown, Quinn Cassar, Rishika Satapathy, and Kaustuv Mukherjee. We are grateful to Northville Marathon Bridge who once again donated \$1000 specifically for a scholarship which went to Kaustuv.

The scholarship 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”.



## Used Books Operation

**Linda and Will Bastien – Directors**

Total sales for 2022 were \$17,147.61. Two “pop-up” sales were held on the front porch of the library on September 10<sup>th</sup> and again on October 8<sup>th</sup>.

# Friends of the Northville District Library Gift Store

## Financial Statement for the Fiscal Year Ending 12/31/2022

Opening Balance 1/1/2022	<u>\$2,169.21</u>
--------------------------	-------------------

### Income

Store Sales	5,187.23
Credit Card Rewards	21.19
Interest	0.76
Donations	63.20
MI Sales Tax Collected (for Jan-Oct sales)	<u>318.82</u>
<b>Total Income</b>	<b>\$5,591.20</b>

### Operating Expenses

Merchandise Purchased for Resale	873.57
Mi Sales Tax Paid (for Oct 2021-Oct 2022 sales)	540.97
Credit Card Processing Fees	<u>305.39</u>
<b>Total Operating Expenses</b>	<b>\$1,719.93</b>

### Administrative Expenses

Insurance	(279.00)
Supplies/Office expense (sale of cash register)	(4.21)
Telephone	139.27
Volunteer Appreciation	<u>506.07</u>
<b>Total Administrative Expenses</b>	<b>\$362.13</b>

<b>Total Expenditures</b>	<b>\$2,082.06</b>
---------------------------	-------------------

<b>Store Contribution to Friends</b>	<b>\$5,678.35</b>
--------------------------------------	-------------------

<b>Ending Balance 12/31/2022</b>	<b>\$0.00</b>
----------------------------------	---------------

<b>Bank Balance 12/31/2022</b>	<b><u>\$0.00</u></b>
--------------------------------	----------------------

*Linda Schwelnus*

Treasurer

-

**Friends of the Northville District Library**  
**Used Book Operations**  
**2022 Year End Report**

<b><u>Month</u></b>	<b>Cellar</b>	<b>Vendor</b>	<b>Total</b>
January	\$657.75		\$657.75
February	\$1,097.25	\$760.12	\$1,857.37
March	\$834.00		\$834.00
April	\$681.25		\$681.25
May	\$718.35	\$1,288.60	\$2,006.95
June	\$971.05		\$971.05
July	\$1,224.85		\$1,224.85
August	\$1,363.15	\$210.95	\$1,574.10
September	\$1,267.90 -a)		\$1,267.90
October	\$1,153.25	\$2,301.69	\$3,454.94
November	\$1,232.60		\$1,232.60
December	\$1,384.85		\$1,384.85
<b>Total 2022</b>	<b>\$12,586.25</b>	<b>\$4,561.36</b>	<b>\$17,147.61</b>

(a- includes \$174 from pop-up sale

## Friends of Northville District Library - Year Ended 12/31/2022

Category	Overall Total
<b>Income</b>	
Dividends and Bank Interest	
Certificate Dividends	226.69
Bank Interest	18.18
<b><i>TOTAL Dividends and Bank Interest</i></b>	<b>244.87</b>
Donations	
Donations restricted	1,580.00
Donations unrestricted	5,182.58
<b><i>TOTAL Donations</i></b>	<b>6,762.58</b>
Friends Store	5,678.35
Gift Book Program	2,215.00
Membership	9,065.00
Credit Card Fees	-50.07
<b><i>TOTAL Membership</i></b>	<b>9,014.93</b>
Used Book Sales	
Book Cellar	12,586.25
Vendor Sales	4,561.36
<b><i>TOTAL Used Book Sales</i></b>	<b>17,147.61</b>
<b>TOTAL Income</b>	<b>41,063.34</b>
<b>EXPENSES</b>	
Administrative	
Advertising_Promotion	49.32
Dues _ Memberships	215.00
Honor Gifts	169.75
Postage	669.20
Printing	
Newsletter	791.71
Gift Book brochures/donor envelopes	
Membership	
<b><i>TOTAL Printing</i></b>	<b>791.71</b>
Supplies, Miscellaneous	324.48
Tax Preparation & License	20.00
<b><i>TOTAL Administrative</i></b>	<b>2,239.46</b>
Friends Operating	
Used Book Sales - Misc Exp	64.35
Used Book Sales - Sales Tax	636.07
<b><i>TOTAL Friends Operating</i></b>	<b>700.42</b>

## Friends of Northville District Library - Year Ended 12/31/2022

Category	Overall Total
Library Donations and Requests	
2023 Wish List Donations Paid in 2022	3,800.00
Book Club Kits	500.00
Adult summer reading	1,000.00
Battle of the books	3,500.00
Book Page Subscription	972.00
Comic Book Day Program	
Local Author Fair	
Core Boards	1,000.00
Friends Sponsored Programs	714.20
Gift Books	2,499.00
Halloween Tote Bags	900.00
Staff Appreciation	246.21
Teen summer reading	2,500.00
Volunteer Fair	
Youth summer reading	7,000.00
Youth Summer Reading Party	118.57
<b>TOTAL Library Donations and Requests</b>	<b>24,749.98</b>
Programs	
Cider on Sunday	395.57
Other Program Expenses	
Read to Me	
Scholarships	2,500.00
<b>TOTAL Programs</b>	<b>2,895.57</b>
Millage Campaign	712.47
<b>TOTAL Expenses</b>	<b>31,297.90</b>
 <b>OVERALL TOTAL</b>	 <b>9,765.44</b>

### 2022 Assets

#### Beginning Balances 1/1/2022

Checking	29,477.57
Certificates	21,130.38
<b>Total</b>	<b>50,607.95</b>

#### Ending Balances 12/31/2022

Checking	39,016.32
Certificates	21,357.07
<b>Total</b>	<b>60,373.39</b>

<b>Change in Assets</b>	<b>9,765.44</b>
-------------------------	-----------------

## 2022 - 2023 FRIENDS BOARD OF DIRECTORS

Martha Nork	President
Denise Stacer	Vice President
OPEN	Secretary
Suzanne Salisbury and Linda Schwelnus	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
Charlene Cach	Board Member-At-Large
Regina Mingela	Board Member-At-Large
Rick Nork	Board Member-At-Large

## The Northville District Library Annual Report

Laura Mancini, Director

The year 2022 saw the reinstatement of many of the services that had to be suspended due to the COVID-19 pandemic as well as the introduction of several new ones. The support of the Friends of the Northville Library was an essential component in the Library's ability to continue to provide top-notch collections, programs, and services to the residents of Northville and Northville Township.

### Board of Trustees

Carol Doyle, Alan Somershoe, Deborah Stanifer and Thomas Thompson were all re-elected by the voters of Northville and Northville Township to serve another four-year term on the Northville District Library Board. The NDL is lucky to have such dedicated and passionate advocates elected to its governing board.

### Building Projects

The Northville District Library undertook two major building projects in 2022. The first was a major modernization of the NDL's elevator system. While having the elevator out of service for several months was challenging for patrons, volunteers and staff alike, the elevator has now been equipped with modern technological components that are expected to last for another twenty years. The NDL also renovated its Youth Office to create more efficient workspace and to allow for the necessary social distancing that is part of the post-pandemic workplace. In the public area of the Youth space, new shelving was obtained for the picture book collection and a display area was created to showcase new books.

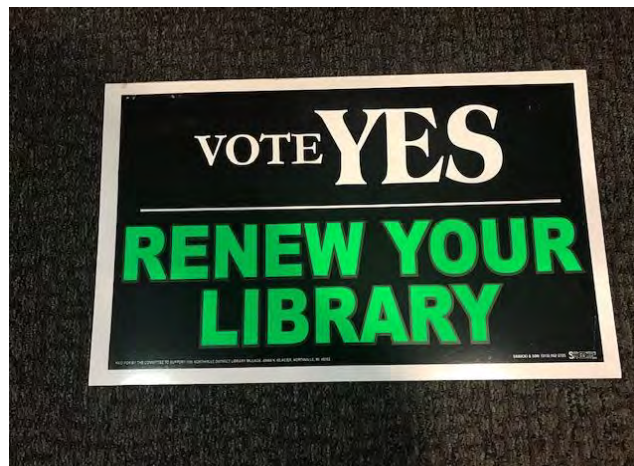


### Elimination of Fines

On December 1, 2022, the Northville District Library eliminated overdue fines on nearly all of the items in its collection. Unless a hold is placed on specific title, library patrons can now enjoy their items for up to nine weeks without incurring any financial penalty. Fees for damaged or lost books will still continue to be charged. Library patrons have been thrilled with this change and it has helped to make the NDL more accessible to the community.

### Millage Passage

The Library's supplemental millage was up for renewal in 2022. A campaign committee was created to work to support the millage renewal. Members of the Friends of the Northville District Library served on the committee and the Friends also provided key financial support to fund the work of the campaign. These efforts proved to be enormously successful when the voters of the district approved the millage renewal by an astonishing 82% of the vote. The NDL is tremendously grateful to the entire Northville community for this outstanding show of support.



### New Services

The Northville District Library introduced several new services and collections in 2022. Among those was the establishment of two new books clubs. The first was *The Next Chapter*, a book club for senior citizens and the second was The Graphic Novel Book Club, formed for Library patrons aged 8-11. The NDL also established two new collections- books for dyslexic youth that feature special fonts to make them easier to read for individuals with this condition and STEM kits. The initial purchase of the STEM kits was funded by the Friends of the Northville District Library. CORE boards were also introduced and displayed throughout the Library. The boards, developed in conjunction with Northville Schools, assist non-verbal children in being able to communicate their needs in the Library. The CORE boards were also funded by the Friends of the Northville District Library.



PCS and Boardmaker are trademarks of Tobii Dynavox LLC.  
All rights reserved. Used with permission.

## Personnel

Wendy Mutch, NDL's Head of Adult Services retired after 10 years of service. Adult Services Librarian, Vicki Dixon, was promoted and assumed the mantle of this position. Emily Dobbs was hired in as an Adult Services Librarian and Lindsay Murphy joined the NDL team as a Youth Librarian. Tyler Vitale, who had served as the NDL's senior IT Assistant for many years, was promoted to IT Associate.

## Special Events

The Northville District Library hosted nationally renowned author, Candacy Taylor, for a special Q& A program on February 17<sup>th</sup> as part of its Black History Month programming. Ms. Taylor is the author of *The Overground Railroad: The Green Book and the Roots of Black Travel in America*. The Library also held its first annual Winter Extravaganza on December 13<sup>th</sup> which featured a visit from Santa Claus and one of his reindeer. The NDL's two biggest programs, *Battle of the Books* and *Summer Reading*, also continued.

their successful runs in 2022. These two programs are both generously funded by the Friends of the Northville District Library



### Strategic Plan

The Northville District Library, worked with the Ivy Group, to create its first formal strategic plan since 2010. As part of that activity, interviews were conducted with patrons and community leaders. Additionally, a S.W.O.T. analysis, environmental scan and market research were all conducted as part of the plan. The strategic plan produced four key components which identified the need to expand collections and programming, to plan for changing space needs, to make library services more convenient to use, and to create a unique branding identity for the NDL. The Library will be working to implement these measures over the course of the next five years.

### Usage Statistics

The Northville District tracks the usage statistics of all of the services that it provides to the public. Listed below is a snapshot of some of these categories and their 2022 usage figures.

Number of Items in Collection	1,372,587
Physical Visits to the NDL	127,050
Program Attendance	7,032
Circulation- Physical Items	426,152
Circulation- Electronic Items	141,615
Reference Questions Answered	28,110
Public Computer Sessions	5,197
Wireless Network Sessions	13,302

### Volunteer of the Year Award

The Northville District Library established the Will Bastien Volunteer of the Year award which will be given out each year at its annual volunteer recognition event. The first recipient of this award was Linda Bastien. Linda, along with her husband Will, has managed the used book donation program which raised money to support the Friends of the Northville District Library since 2017. Approximately 700-1,000 used books are donated weekly to the NDL. The books are processed for sale either in the Friends Used Book Cellar or through its online vendor. The entire operation encompasses over 40 volunteers and Linda and Will coordinated it all. Will Bastien passed away in 2022 and it seemed only fitting to make Linda the first recipient of the award named in Will's memory.

