



2016-17 Annual Report

May 16, 2017

2016-17 Ex Libris Members

Adirondack Trust Insurance, Agency	Jean DuganWarren Enters
Phyllis Aldrich	Friends of Harry Dutcher
Lorrie Anthony	Patricia Gallagher
Sheelagh Baily	Jim Gold
Richard Bamberger	Charles Greiner
Susan Beaudoin	Virginia Griffen
John Beisler	George Grigorovitch
Leslie Bell	Henry & Pauline Hamelin
Susan Bergmann	Charles Heidsieck
Elsie & Laurence Cagle	Mary Ann Hunter
Dorothy Christiansen	John D. Kirwin
Catherine Clarke	Karen Kolanowski
Judith Coburn	Susan Latz
Ann Crowell	Tim Lehmann
Cudney's Cleaners	Elizabeth Lehmann
Sandra Cullinan	Deirdre Leland
Katherine Currie	Jan and John Lilibridge
Bailey Delaney	Marilyn Mammola
Robert and Marcia DiSieno	David Mastrianni
David Dolinsky	Genia Meinhold
Jill Dolinsky	D. Lee Miller
Peter Dowling	Kathleen Miller

Sharyn Miller

Barbara Morris

Linda and James Morzillo

Margarita Muinelo

Krissy Neddo

Jessica Niles

Leah and Pat Oles

Ruth-Ann Parent

Jay Portnoy

Ike Pulver

John Rankins

Carol Reynolds

Almeda Riley

Kathleen Ross

Joanna Schneider Zangrando

Lindsay Shippee

Cindy Spence

Robert and Barbara Sponzo

Judy Staubo

Julia Stokes

Barbara Taylor

Douglas Taylor

Ian Townsend

Marilyn Vanden-Handel

Linda Walczak

Bob West

Gloria and John Weyand

Katherine Winderlin

Kathleen Young

Judith Zanella

Jeanette Zehr

2016-17 Annual Report

President's Report

Lorrie Anthony

It was a good year for the Friends. Book Shop gross earnings increased to over \$100,000; 75 Friends members attended the members-only annual meeting held at the 2 West Bar and Grille; more than 80 library and Book Shop staff attended the holiday party at Gaffney's; and our first library staff membership challenge doubled staff memberships and provided a new refrigerator for the staff room. Additionally, the newly created Fundraising Committee was able to obtain a grant from the Saratoga Arts Community Programs for the anti-bullying video program led by the Youth librarians.

As noted above, the Book Shop continues to grow with an increase in quality merchandise donations, more sales through Amazon (several specialized books sold for over \$400 each) and large volunteer staff of over 80 people. With the increase in staff size and sales, it was determined that stronger policies and procedures were needed to ensure smooth operations. The Book Shop Committee and staff worked throughout the year to develop these. More information is below in the Book Shop report.

The Membership Committee, in collaboration with the Public Relations and Fundraising Committees, have worked hard to increase the visibility of the Friends and to grow membership. To facilitate the essential cooperation between these three committees, we have merged them into one committee dealing with external relations. As such, they all meet at one monthly meeting rather than three separate ones and coordinate their efforts.

The Fundraising Committee organized a number of opportunities for the Friends to raise funds including a book fair and a summer parking lot stint. Especially exciting is the application for and receipt of a grant for \$3,500 for the Youth Services division of the library. Additionally, the committee has been responsible for some fundraising specifically for the library's Saratoga Reads program.

While the successes of this year have made it possible to make a substantial financial contribution to the library this year (\$34,804), they have also allowed us to budget for the 2017-18 year a contribution of over \$50,000.

As I end my term as President of the Friends, I am deeply appreciative of the efforts of the board members and the library director, all of whom have helped make our accomplishments possible. It has been my deep pleasure to work for such a valuable contribution to the Saratoga community as the Saratoga Springs Public Library. Thank you.

Book Shop Committee

Barbara Morris, Chair

Thanks to the excellent work of our management team, fiscal year 2016-17 has been a banner year for the Book Shop. We have seen growth in income, increasing quality of donated materials, significant reorganization of our physical space, and improvement in the management of our wonderful volunteer staff.

The activities of the Book Shop are overseen by the Book Shop Committee, which meets monthly. The committee consists of FSSPL board members, the Book Shop manager and one shop volunteer.

The Book Shop has two part-time employees: Jeff Budge, Manager and Nancy Whalen, Assistant Manager. We acquired 6 new volunteers this year and continue to average around 80 volunteers. The volunteers staff the cash register, shelve and maintain order in the Shop and assist in sorting and pricing donations. We continue, as part of our commitment to community service, to provide job experience to clients of Living Resources and Saratoga Bridges. We currently have 15 volunteers in this category who work in the Book Shop under the supervision of their counselors.

Under the leadership of our manager, a subcommittee of volunteers completed a revision of our volunteer processes. This included new application and interview forms, revised job descriptions, new timesheets and a volunteer code of conduct. In the next year, the committee will review and revise the volunteer job manuals.

Improvements in our physical space continue to be made as necessary and possible. This year the manager revised storage space in the sorting room to accommodate the shelving of our increasing Amazon inventory.

The financial status of the Book Shop continues to be very strong. Total income for this year is estimated to be increased by 10+% compared to last year. There are several factors that contribute to this growth:

- minimal increase in pricing in the Shop. Sales increased by 3.4% and continue to be the major source of income.
- increase in the use of credit cards which lead to increased income/transaction. Credit cards now represent 25.5% of all shop sales.
- our quarterly sales are now 25 cent sales and extend over two days. This has resulted in a 75% increase in sale income.
- exponential growth in Amazon sales which have grown by 106% this year.

In summary, the Book Shop is thriving and is proud to be the source of the majority of the funds that FSSPL is able to donate to the library. Our goal is to increase revenue in the next year by 7% and to continue to grow the value of the Book Shop within the library and the entire community.

Finance Committee

Ian Townsend, Treasurer and Chair

Total Book Shop revenue and Fundraising income substantially increased over last year. With these increases in revenue, the Friends were able to contribute \$29,150 to the Library in support of the Children's Summer Reading Program, Saratoga Reads, Staff Development Day, the purchase of a computer space for the handicapped, replacement toys for the Tree House Room, and other miscellaneous programs. Additionally, Ex Libris membership contributions of \$5,654 was given for the purchase of non-fiction books. Along with membership support of local organizations, total community support for the past year totaled \$34,804. The Friends pays annual rent of \$7,200 for the Book Shop space.

Financial Report May 2016 - April 2017

Balance Sheet as of 04/30/2017

Assets:

Cash	\$	91,979
Other Assets		<u>67</u>
Total Assets	\$	92,046

Liabilities and Equity:

FINRA grant	\$	540
Payroll Tax Liability	\$	19,602
Sales Tax Payable		3,372
Other Liabilities		<u>2,888</u>
Total Liabilities	\$	26,402
Net Assets	\$	<u>65,644</u>
Total Liabilities and Equity	\$	92,046

Revenue and Expense Summary May 2016 - April 2017

Income:

Book Shop	\$	109,515
Fundraising		9,861
Interest		64
Membership Dues		12,133
Total Income	\$	131,573

Expenses:

Administrative	\$	1,975
Book Shop		74,556

Community Support	34,804
Fundraising	3,606
Membership	2,276
Public Relations	542
Special Events	<u>2,330</u>
Total Expenses	\$ 120,089
Net Income	\$ 11,484

Fundraising Committee Carol Godette, Chair

The Fundraising committee, with the help of many board members, raised \$5,968 from four events this year. The first was a June 24 parking event in the the Saratogian parking lot netting \$710. In September, Scallions restaurant collaborated with us for a “Friend’s Dining Event”. They donated 10% of all sales for the evening to the Friends resulting in \$250. In December we hosted a Bookfair at Barnes and Noble. Friends got tips giftwrapping purchases and Barnes and Noble donated a percentage of all sales for the day to the Friends. We netted \$1,508 from event. This April the Friends were awarded a grant of \$3,500 from the Saratoga Arts Council. This grant will be used to fund a children’s film making program “How to Unmake a Bully.”

Next year we plan to hold a “Dorothy Parker Cocktail Fundraiser” at Hamlet and Ghost in October and have scheduled another bookfair at Barnes and Noble on December 16, 2017.

Membership Committee Leah Moore, Chair

In 2016-2017, the Friends Membership Committee worked to build awareness of the Friends and our mission within our community. We were able to do this successfully thanks to the dedication of our committee members, collaborations with other committees and with Book Shop volunteers. Thank you all! Because of you we were able to complete these successful projects:

Parking Lot Fundraiser Outreach

Partnering with the Fundraising committee, Membership Committee handed out information on the Friends at the Saratogian Parking Lot Fundraiser.

Congress Park Concert Outreach

Partnering with Sue Hamm and the Public Relations Committee, Friends Membership envelopes and Friends information bookmarks were given out at Saratoga Springs Public Library’s Concerts in the Park series.

Book Shop Members Only 50% Sales

The Book Shop hosted four Members Only sales in 2016-2017, which greatly boosted awareness of the Friends and garnered new members! A big thank you to all the Shop

volunteers, and to Jeff Budge, manager of the Book Shop, for promoting the membership program.

Expired Members Phone Call Initiative

The Membership Committee, with help from Public Relations and Fundraising, called expired Friends Ex Libris members to learn why they had let their membership lapse and invite them to rejoin the Friends. Many had only lapsed accidentally and rejoined the Friends!

In the coming year, under the leadership of Marjorie Martin, the committee plans to continue spreading word of the Friends mission and to find new and innovative ways to encourage community members to join the Friends. Here's to a successful 2017-2018 year for the Friends!

Nominating Committee

Jessica Niles, Chair

The nominating committee consisting of Lorrie Anthony, Carol Godette, Barbara Morris, Barbara Sponzo and me nominated to the Board three new members for 3-year terms beginning with the 2017-2018 fiscal year. These individuals are:

Rose Contadino – Rose moved to Saratoga Springs from Connecticut last year. She loves to read and takes trips to the Saratoga library every week. She wishes to help support the library and her community. Rose is a volunteer for the marketing committee for the Preservation Foundation.

David Lombardo - David is a lifelong resident of Saratoga Springs and has a ratty and worn library card that dates back to the library's days at the corner of Broadway and Spring Street. He is the Capitol Reporter and Development Strategist for New York StateWatch, a reporting firm based in Albany, and has experience with public relations, fundraising and political campaigns. He rarely has overdue fines, regularly checks out audio books and has donated many of his father's books to the Friends Book Shop.

Fran Ring- One could say Fran is a true New York "Stater." Fran has lived in western, central and now eastern New York State. After graduating college and beginning her teaching career, she chose a rural district in north central New York and taught for thirty years. After she retired from teaching, Fran and her husband ran a small farm that ultimately grew into a combination farm market and greenhouse business. After heading south for 9 years, Fran has now relocated to Saratoga County and is excited to make a positive contribution to The Friends of the Library.

The Nominating Committee presented the slate of new board officers, which was approved at the April 2017 board meeting and is listed below.

Public Relations Committee

Sue Hahm, Chair

We promoted The Friends Book Shop by designing large signs for their book sales. Our committee represented The Friends at Summer Reading program events & the New York State Capitol. Were you on our Berkshire trip to Edith Wharton's The Mount, Norman Rockwell Museum and Herman Melville's home Arrowhead? Stay tuned for our New York City trip on June 3rd. Perhaps you received a Members E-blast from us. We strive to reach our community and members through notices in local papers, our website, our signs and our faces at events. To show your support, purchase a Friends of the Library canvas tote in our book shop. They are great for carrying books, groceries or for traveling and make handy gifts too. As chairperson, I represent our entire committee – Terry Ronning, Gwen Ivins, Dan Foote, Sofia Post & Jasmin Senn. We look forward to connecting with you in the future.

Awards and Recognition

Marie Madden Award

In memory of Marie Madden whose dedication, good humor, high spirits and hard work were an inspiration to library workers, users, trustees and all true Friends of the Library and libraries everywhere, this award is given in recognition of volunteer service to the Library. This year's award recipient is Margaret Pearson.

H. Dunham Hunt Award

This annual award is given in memory of Dr. H. Dunham Hunt, a dedicated and tireless supporter of the Library from its inception in 1945 to his death in 1982. It is given in recognition of volunteer service to the Library. This year we acknowledge the service of Maria McBride Bucciferro.

2016-17 Officers and Board Members

Lorrie Anthony, President
Carol Godette
Sue Hahm
Marjorie Martin King
Leah Moore
Barbara Morris
Jessica Niles, 1st Vice President

Sofia Post
Jay Portnoy, 2nd Vice President
Ike Pulver, Library Director, Ex Officio
Terry Ronning
Barbara Sponzo, Secretary
Nedra Stimpfle
Ian Townsend, Treasurer

2017-18 Officers

Jessica Niles, President
Barbara Morris, 1st Vice President
Jay Portnoy, 2nd Vice President
Ian Townsend, Treasurer
Barbara Sponzo, Secretary

Retiring Members

Lorrie Anthony
Nedra Stimpfle

The Friends Book Shop Volunteers 2016-17

Kieran Aimone
Joan Alter
Holly Allen
Roberta Ambrosino
Lisa Baltz
Ev Bedard
Susan Bergmann
Sophie Breitbart
Christienne Budge
Elsie Cagle
Shelley Carter
Amanda Blodgett
Joan Crean
Karen Darfier
Mary Beth Delarm
Marilyn Devine
Jean Dugan
Barbara Egerman
Wyatt Erchak
Venke Fehlis
Candy Flood
Larry Forneris
Mitchell Frost
Glen Gausewitz
Olivia Grose
Ginny Hewitt
Jesse Jaeger
Bob Kearney
Debbie Kemp
Joan Lambert
Carolyn Lansberry
Living Resources of Saratoga (6)
Garth Lloyd

Diane Lloyd
Penny Lockwood
Peter Luczak
Taryn Matusik
Sharon Maidment
Marilyn Mammola
Staci Mannian
Maggie McCabe
Diana Miller
Linda Morzillo
Ellen O'Rourke
Erika Oroszi
Rozelma Piaskowski
Alexa Poli
Effy Redman
Marion Renning
Effy Redman
Shelley Riley
Betty Ruger
Saratoga Bridges (8)
Linda Schneider
Katie Schriber
Bonnie Smith
Steve Strang
Electra Tokarski
Brittany Tyrrell
Lyn Vanden-Handel
Konstantin Vulakh
Bonnie Wasson
Gerd Wiesenber
Roland Wright
Dee Wright
Alice Zieger