

Friends of the Schenectady County Public Library
99 Clinton Street, Schenectady, NY 12305

Annual Meeting

April 9, 2019

5:30 pm Glen Sanders Mansion, Scotia, NY

AGENDA

President's Report-

Treasurer's Report – Charlie Richardson

Committee Reports in Packet

Nomination of 2019-2020 Board

New Business

Friends of the Schenectady County Public Library

President's Annual Report

April 9, 2019

Another year of growth created by the excellent volunteers, with their boundless energy, of the Friends. The opening of A Second Look in ViaPort, along with the continued uptick in online sales, has allowed us to bring back important programs such as One County/One Book and increase funding for Harry Potter Day and the Museum Pass program as well as continue our traditional offerings.

I attended the County Legislature meeting on March 12th when the Legislature announced the Main Library will be renamed the "Karen B. Johnson Library". Most fitting. Hon. Johnson is a Past President of the Friends and so we cheered for one of our own.

The ribbon cutting for the new Mt. Pleasant Library will be held at 11am on Saturday, May 4th. The Friends has pledged \$120,000 toward this important asset in a neighborhood which is fighting back from severe economic and social distress. The force of the Friends will be felt for many, many years to come.

Library systems across New York State face significant cuts to budgets from both state and local levels. The 2% tax cap being imposed by the State puts immense pressure on our local legislatures to trim costs. It's important for us to stay in contact with our legislators to keep reminding them of their responsibilities of funding our library systems. Advocacy matters.

There are too many people to thank for the blood, sweat and tears they put into making our library system the gem we all enjoy. My tenure as your president has been a pleasure because of the good people who work to make our community.

One of the responsibilities of any not-for-profit is making sure good fiscal policies are in place. The Treasurer and I will be reviewing current practices and bringing any recommended changes to the Board. Along with this, a Board Retreat may be in the offing to revisit our mission and the changing needs of our library system.

We only do what we do because of you. Thank you.

Treasurer's Report – 2018

Printed Reports Provided:

- Friends Balance Sheet & Profit/Loss Report through 12/31/2018
- Whitney Book Corner Balance Sheet & Profit/Loss Report through 12/31/2018

Comments on Financial Statements:

Friends Balance Sheet

- Total equity was \$442,501.36 as of December 31, 2018, which was up roughly \$49,000 over the December, 2017 of \$393,517.49

Friends Profit & Loss Budget Performance

- 2018 income was roughly \$17,000 above budgeted income (\$137,157.28 vs. \$119,850).
- 2018 expenses were about \$65,000 below the expense budget (\$138,401.32 vs. \$203,710) for a net positive variance of about \$82,000.

Whitney Book Corner Balance Sheet

- Total Whitney Book Corner equity was \$196,148.78, which was up nearly \$5,000 from the December 31, 2017 level of \$191,311.74.

Whitney Book Corner Profit & Loss Budget Performance

- Total 2108 income for the Whitney Book Corner was roughly \$8,000 above the 2018 budget (\$ 60,511.19 vs. \$52,400).
- Aside from the \$45,000 transfer to the Operating Fund at the beginning of the year, 2018 expenses were about \$1,400 less than the 2108 budget (\$10,674.15 vs. \$12,100).

Charles J. Richardson, Treasurer

2:50 PM

03/26/19

Cash Basis

Friends of the Schenectady County Public Library
Profit & Loss Budget Performance
 January through December 2018

	Jan - Dec 18	Budget	Jan - Dec 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Author Book Sale	122.10	200.00	122.10	200.00	200.00
BookSale Income	39,867.51	42,000.00	39,867.51	42,000.00	42,000.00
Contributions	26,766.78	24,000.00	26,766.78	24,000.00	24,000.00
Friends trips	5,450.00	5,000.00	5,450.00	5,000.00	5,000.00
GE Match	2,380.00	3,000.00	2,380.00	3,000.00	3,000.00
Gifts/Memorial Contributions	8,513.79	500.00	8,513.79	500.00	500.00
Interest	288.71	150.00	288.71	150.00	150.00
On line sales	53,768.39	45,000.00	53,768.39	45,000.00	45,000.00
Tee Shirt Sales	0.00	0.00	0.00	0.00	0.00
Total Income	137,157.28	119,850.00	137,157.28	119,850.00	119,850.00
Gross Profit	137,157.28	119,850.00	137,157.28	119,850.00	119,850.00
Expense					
Accounting Review	1,125.00	1,200.00	1,125.00	1,200.00	1,200.00
Annual Dinner	211.27	750.00	211.27	750.00	750.00
BookSale Expenses	2,666.50	2,500.00	2,666.50	2,500.00	2,500.00
Born Branch Support	0.00	0.00	0.00	0.00	0.00
Capital Expenses	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
Friends Programs and Events	4,063.21	2,950.00	4,063.21	2,950.00	2,950.00
Friends Trips Expenses	5,417.53	5,000.00	5,417.53	5,000.00	5,000.00
Great Books Program	0.00	50.00	0.00	50.00	50.00
Insurance	358.33	550.00	358.33	550.00	550.00
Library Week	366.65	250.00	366.65	250.00	250.00
Membership	589.73	700.00	589.73	700.00	700.00
Memorials/Gifts Expense	1,868.00	0.00	1,868.00	0.00	0.00
Musuem Pass Program	4,722.39	7,000.00	4,722.39	7,000.00	7,000.00
Newsletter	3,542.92	4,000.00	3,542.92	4,000.00	4,000.00
Online Book Sales	11,607.55	10,000.00	11,607.55	10,000.00	10,000.00
Other	1,306.12	500.00	1,306.12	500.00	500.00
Piano	0.00	350.00	0.00	350.00	350.00
Postage	736.36	1,250.00	736.36	1,250.00	1,250.00
Program Supplies, Adult	12,149.95	12,000.00	12,149.95	12,000.00	12,000.00
Program Supplies, Children-YA	11,678.54	12,000.00	11,678.54	12,000.00	12,000.00
Program Support - Publicity	8,062.71	8,960.00	8,062.71	8,960.00	8,960.00
Program Support Spec Circ Items	9,184.29	63,000.00	9,184.29	63,000.00	63,000.00
Programs, Adults	20,107.79	30,000.00	20,107.79	30,000.00	30,000.00
Programs, Children-YA	25,565.36	25,000.00	25,565.36	25,000.00	25,000.00
Publicity	2,954.32	5,000.00	2,954.32	5,000.00	5,000.00
Staff Development	8,529.51	7,500.00	8,529.51	7,500.00	7,500.00
Stationery	75.00	500.00	75.00	500.00	500.00
Technology Support	389.28	200.00	389.28	200.00	200.00
Volunteer Events	1,123.01	1,500.00	1,123.01	1,500.00	1,500.00
Total Expense	138,401.32	203,710.00	138,401.32	203,710.00	203,710.00
Net Ordinary Income	-1,244.04	-83,860.00	-1,244.04	-83,860.00	-83,860.00
Net Income	-1,244.04	-83,860.00	-1,244.04	-83,860.00	-83,860.00

Whitney Book Corner

Profit & Loss Budget Performance

January through December 2018

	Jan - Dec 18	Budget	Jan - Dec 18	YTD Budget	Annual Budget
Income					
Contributions	928.48	400.00	928.48	400.00	400.00
Merchandise Sales	59,582.71	52,000.00	59,582.71	52,000.00	52,000.00
Total Income	60,511.19	52,400.00	60,511.19	52,400.00	52,400.00
Expense					
Equipment	0.00	500.00	0.00	500.00	500.00
Non-Store Related Expenses	45,000.00		45,000.00		
Office Supplies	143.19	600.00	143.19	600.00	600.00
Other	42.95		42.95		
Register Over/Short	274.48	200.00	274.48	200.00	200.00
Rent	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Services	286.20	500.00	286.20	500.00	500.00
Special Events	20.00		20.00		
Square Credit Card Fees	490.38	600.00	490.38	600.00	600.00
Utilities	1,916.95	2,200.00	1,916.95	2,200.00	2,200.00
Total Expense	55,674.15	12,100.00	55,674.15	12,100.00	12,100.00
Net Income	4,837.04	40,300.00	4,837.04	40,300.00	40,300.00

Volunteer Hours

	2018.0 online	sorters	book sale	wbc	total	
mar	225.8	164.5		366.0	756.3	
apr	233.6	250.3		406.0	889.9	
may	238.8	342.5	621.0	423.0	1625.3	
jun	255.8	281.8		384.0	921.5	
jul	273.8	253.3		383.0	910.0	
aug	331.8	333.0		456.0	1120.8	
sep	266.5	367.0	514.5	410.0	1558.0	
oct	251.8	299.5		439.5	990.8	
nov	280.2	251.3		384.0	915.5	
dec	230.5	187.0		417.0	834.5	
jan	316.0	264.3		411.0	250.0	1241.3
feb	302.8	231.3		402.0	100.0	1036.0
	2588.4	2730.0	1135.5	4068.5	10522.4	

feb- added 7 hrs loading truck per FE

Mar- inc. 10 hrs truck

May- inc. 8 hrs truck

One County One Book (OCOB)

In 2018 the Friends of the Library took on the leadership of SCPL's One County, One Book program. The process began in early 2018 with the meeting of a nominating committee. An online voting site was created as well as nomination boxes placed in all the branches and some community sites, allowing the public to begin nominating books that might be suitable to become the One County, One Book. Over 300 books were nominated. After voracious reading, the nominating committee came up with four titles which were announced at a reveal event on September 11th. Over 70 attendees heard book reviews for *Behold the Dreamers* by Imbolo Mbue reviewed by Cheryl Cufari, *Between the World and Me* by Ta-Nehisi Coates, reviewed by Felicia Spivey, *Just Mercy* by Bryan Stevenson, reviewed by Eileen Abrahams, and *Manhattan Beach* by Jennifer Egan, reviewed by Lily Bartels. Numerous copies of the books were made available at all the library branches for the community to read and vote. In November, *Between the World and Me* was announced as the winner. Planning for the 2019 programming around the book then began.

We would like to take this opportunity to thank our nominating and reading committee: Eileen Abrahams, Lily Bartels, Denny Cottrell, Rich Holt, Jacqueline Keleher-Hughes, Paul O'Brien, Linda Post, Felicia Spivey, Anne Trow, and Pam Yagielski.

A huge thank you to our planning committee whose work began before the end of 2018 and carried through the early part of 2019: Eileen Abrahams, Denny Cottrell, Jacqueline Keleher-Hughes, Rob Lang, Rita Moore, Felicia Spivey, and Anne Trow. They generated ideas as well as led and helped with events.

Also, thank you to Rob Lang of the SCPL staff who gave helpful information and communicated with all the staff as we progressed with nominations and voting. Karen Bradley, thank you for all your support.

Doug Bixler, SCPL graphics designer, we could not have done this without you and all your wonderful creations - posters, the boxes, flyers. You are a treasure and we appreciate all you did for us and the time you spent. THANK YOU!!

Thank you to the Friends for funding this project. One County One Book allows the community to come together in discussion, learning, and understanding. We appreciate the support for such a valuable opportunity for SCPL.

Cheryl Cufari and Christine Witkowski
OCOB Co-Chairs

Shaheen Hasan

Junior Friends Annual Report

2018 brought a lot of changes in the Junior Friends. We had members graduate high school and start college while many new members joined our group to work in Online books and various events. In the summer we participated in new events such as the April Reading Jamboree in Proctors Theatre and helped out again in the Electric City Comic Con, where we met many of our newer members. The fall brought the increasingly popular Harry Potter Halloween event where we helped with the expansion of classes and operated a successful handmade wand and spell book booth. Through the various seasonal events, book sales, and regular Online Book shifts our members earned volunteering credits in a fun and dynamic environment and we look forward to another eventful year.

On Line Sales

Submitted by Shawn Schultz

Online books has had a very good year selling on Amazon and eBay. Amazon has indicated we have 100% on time delivery rate, no negative feedback ,no order defects . Our buyers rated our performance in the top two categories for our last 1270 sales, good or excellent . We are a top rated seller on Ebay, with a bronze power seller level . As usual we have had to adapt to many changes with Amazon and Ebay , but our online volunteers have risen to the challenge each time . Shawn Schultz director Online Books

Annual Report for the Whitney Book Corner

It has been another good year for the Whitney. We made almost 64,000, without the taxes added in. That is over 50,000 books sold. We had our obstacles to overcome: sickness, weather and leaks in the building but we persevered. Some changes have come with the new year: no more advertised sales, new people, and a second store at the mall but, the Whitney will roll on thanks to the dedicated group of volunteers that work there. Thank you, I am looking forward to a great 2019.

Charlene Roman

Newsletter/Publicity

The newsletter of the Friends of the Library continues to be one of the primary ways our organization keeps its members informed. It is distributed in several ways: electronically, through the mail, posted on the Friends Facebook page, and linked on our website, www.friendsofscpl.org. Photos from ongoing Friends activities are published regularly in the newsletter, with highlights from ComicCon and Harry Potter Day being a big attraction.

Volunteer Cheryl Cufari helps keep members informed with periodic email blasts that announce ongoing programs as well as important messages regarding the organization.

The Daily Gazette promoted news of the Friends with an outstanding feature about the One County, One Book Big Reveal event held in the fall of 2018.

Facebook pages for the Friends, the Repair Café, the Whitney Book Corner and A Second Look Bookstore play a vital role in the distribution of news. Combined "likes" on the four pages total 2,600!

Christine Witkowski
Newsletter and Publicity Chair

Friends of the Schenectady County Public Library

Proposed slate of Officers and Board members for 2019-2020

President- Madelyn Thorne

First Vice president- Charlene Roman

Second Vice president- Norrine Thompson

Secretary- Dick Shave

Treasurer- Charlie Richardson

Board (2 year term)

Sara Carey

Shirley DeBono

Danielle Gray

Vicki Hoshko

Jaimie Williams-Peterson