



**FRIENDS of the
Webster Public Library**

Friends of the Webster Public Library
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FRIENDS OF THE WEBSTER PUBLIC LIBRARY
ANNUAL REPORT 2021

REPORT FROM CHAIR OF THE BOARD OF DIRECTORS

I have completed one year of serving as interim Chair for the Friends' Board of Directors. This past year has been busy, challenging, and successful. The hard work and dedication of our many volunteers has resulted in another productive year.

Highlights:

The Friends assisted the library staff in obtaining a foundation grant to help finance the installation of hearing loop equipment throughout the library space.

The Friends contributed \$50,000 to the library to be used for programs and needs not covered in the library's operating budget.

The Lobby Book Store generated over \$27,000 during 2021 due to the efforts of Robyn Incardona and the crew of volunteers who stepped up to take over when called upon. This was an outstanding performance given that the whole process was reorganized in the final quarter of the year.

Because the Friends were unable to hold a large indoor book sale in the spring of 2021, we continued the outdoor "pop up" sales during the summer. This involved a lot of moving of boxes of books and the issue of being weather dependent. Despite the difficulties, these sales generated over \$5,000 in revenue.

The Membership Committee and the Publicity Committee also made significant contributions to the Friends' successful year. Their attached reports provide the details of their hard work.

The Friends' volunteers for the Sustainable Shelves program processed 14,667 books which earned \$3328 in purchasing credit for the library.

Board actions during 2021:

Accepted resignations from Lisa Bechtold, Marcia Weinert

Accepted resignation of Brenda Rubenstein as Treasurer

Elected Peg Ehmann as Treasurer

Voted to initiate semi-monthly general membership meetings

Approved the closing of the former Xceed Federal Credit Union account

Respectfully submitted,
Marjorie L. Gascon

Friends of the Webster Public Library
Monthly Treasurers Report 2021

2021

| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|---------------------------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| INCOME | | | | | | | | | | | | | |
| Lobby Sale | \$ 1,717.86 | \$ 1,591.09 | \$ 2,425.41 | \$ 2,353.85 | \$ 2,286.23 | \$ 2,447.86 | \$ 2,601.27 | \$ 2,229.83 | \$ 1,946.12 | \$ 1,670.86 | \$ 2,906.68 | \$ 3,026.45 | \$ 27,185.47 |
| Sale of Old Books | | | | \$ 215.00 | | \$ 16.00 | | | | \$ 125.00 | | \$ 4.00 | \$ 360.00 |
| eBay Sales | | | | | | | | | | \$ 28.00 | | | \$ 28.00 |
| Semi Annual Book Sale | | | | | | | | | | \$ 6,181.91 | | | \$ 6,181.91 |
| Raffles | | | | | | | | | | \$ 341.00 | | | \$ 341.00 |
| Pop Up Book Sales | | | | | \$ 1,274.00 | \$ 1,922.00 | \$ 437.00 | \$ 875.00 | \$ 471.00 | \$ 37.85 | | | \$ 5,011.86 |
| Tote Bags | | | | | | | | | | | \$ 9.73 | \$ 10.00 | \$ 19.73 |
| T Shirts | | | \$ 1,004.33 | \$ 918.75 | \$ 909.85 | \$ 504.28 | \$ 354.55 | \$ 365.91 | \$ 287.56 | \$ 69.05 | \$ 28.91 | \$ 20.00 | \$ 4,464.19 |
| ink Recycling | | \$ 62.14 | | | | | | | | | | | \$ 62.14 |
| Amazon Smile | | | | \$ 217.82 | | | \$ 31.11 | | | | | | \$ 248.93 |
| Membership | \$ 9.41 | \$ 328.31 | \$ 762.19 | \$ 406.85 | \$ 221.21 | \$ 50.00 | \$ 20.00 | | \$ 178.50 | \$ 622.93 | \$ 131.80 | \$ 266.20 | \$ 2,998.40 |
| Donations | \$ 60.00 | \$ 60.00 | \$ 165.00 | | \$ 26.50 | \$ 84.20 | | \$ 433.85 | \$ 60.74 | \$ 214.20 | \$ 117.80 | \$ 22.15 | \$ 1,179.44 |
| TOTAL | \$ 1,777.27 | \$ 2,041.50 | \$ 4,356.93 | \$ 3,884.45 | \$ 4,945.61 | \$ 4,994.34 | \$ 3,412.82 | \$ 3,936.70 | \$ 2,943.92 | \$ 9,285.81 | \$ 3,192.92 | \$ 3,946.80 | \$ 48,081.07 |
| EXPENDITURES | | | | | | | | | | | | | |
| Webster Public Library Support | \$ 7,000.00 | | | \$ 6,000.00 | | \$ 55,000.00 | | | \$ 5,000.00 | \$ 14,000.00 | | \$ 12,000.00 | \$ 50,000.00 |
| Postage, Supplies | \$ 59.42 | | \$ 37.72 | | \$ 36.62 | | \$ 72.15 | \$ 67.83 | | \$ 62.01 | \$ 96.81 | \$ 6.99 | \$ 439.55 |
| Dues and Meeting Fees | \$ 50.00 | | \$ 50.00 | | | | | | | \$ 113.00 | \$ 65.00 | \$ 50.00 | \$ 328.00 |
| Gifts and Recognition | | | | | | | | | | | | \$ 104.31 | \$ 104.31 |
| MIS Sales Tax on Lobby Sale | \$ 107.80 | | \$ 396.57 | | \$ 692.13 | | | | \$ 904.48 | | | \$ 1,045.30 | \$ 3,038.48 |
| Fund Raising Expense | | | \$ 7.23 | \$ 14.56 | \$ 6.79 | \$ 53.96 | | | \$ 108.73 | \$ 383.47 | \$ 63.93 | | \$ 746.56 |
| Book Page | | | | | | \$ 1,470.00 | | | | | | | \$ 1,470.00 |
| Misc | | | | | | | | | | | | | \$ - |
| TOTAL | \$ 7,217.31 | \$ - | \$ 491.52 | \$ 6,014.56 | \$ 43.41 | \$ 6,746.09 | \$ 1,542.15 | \$ 67.83 | \$ 6,013.21 | \$ 14,556.48 | \$ 225.74 | \$ 13,206.60 | \$ 56,126.90 |
| CASH ON HAND | | | | | | | | | | | | | |
| Fixed Savings | \$ 598.82 | \$ 598.82 | \$ 598.89 | \$ 598.89 | \$ 598.89 | \$ 598.96 | \$ 598.96 | \$ 598.96 | \$ 599.04 | \$ 559.04 | | | |
| Fixed Checking | \$ 2,571.30 | \$ 2,809.60 | \$ 2,982.48 | \$ 3,606.35 | \$ 4,662.56 | \$ 4,715.59 | \$ 5,347.44 | \$ 6,965.75 | \$ 3,614.74 | \$ 5,593.50 | | | |
| M&T Account | \$ 4,440.47 | \$ 6,100.21 | \$ 7,915.86 | \$ 6,200.10 | \$ 9,745.69 | \$ 7,885.13 | \$ 8,776.93 | \$ 12,096.75 | \$ 12,096.75 | \$ 6,061.69 | \$ 13,483.16 | \$ 3,859.09 | |
| Petty Cash | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| TOTAL | \$ 7,710.59 | \$ 9,608.63 | \$ 11,597.23 | \$ 10,505.34 | \$ 15,107.14 | \$ 13,309.62 | \$ 14,423.33 | \$ 20,391.58 | \$ 16,409.03 | \$ 12,314.23 | \$ 13,583.16 | \$ 3,959.09 | |
| WPI EXPENDITURES | | | | | | | | | | | | | |
| General Collection | | | | | | | | | | | | | \$ 4,665.00 |
| Adult Programs | | | | | | | | | | | | | \$ 1,781.00 |
| Youth Programs | | | | | | | | | | | | | \$ 3,943.00 |
| Events, Other | | | | | | | | | | | | | \$ 15,581.00 |
| Facilities, Equipment, Supplies | | | | | | | | | | | | | \$ 2,876.00 |
| Misc | | | | | | | | | | | | | \$ 28,645.00 |
| TOTAL | | | | | | | | | | | | | \$ 28,645.00 |

Notes:
 Jan. expense \$50.00 NLA; \$42.95 membership coupons; 16.47 supplies; \$107.89 SUG subs
 March expense: \$50.00 NLA; \$37.72 lobby supplies; \$7.23 publicity supplies
 April expense: \$14.56 publicity supplies
 May expense: \$36.62 lobby supplies; \$6.79 book sale supplies
 August donations: National Fuel \$150.00, Pop Up Sale 43.31, Found Donation \$270.00
 July Expense: \$72.15 membership forms
 Aug Expense \$67.83 check order
 Sept expense: \$207.73 lobby sale supplies = no book donations sign
 October expense: book sale \$275.58; \$107.89 sign up genius subs; Chamber dues \$113
 Dec expenses: gifts for Lauren \$104.31; ALA dues for 2021 \$50

2021 Vice Chairperson Annual Report

I am completing my second year in the role of vice chairperson for the Friends of the Webster Public Library (FWPL). It has been another busy year for the Friends, marked by a return to indoor semi-annual book sales, and monthly sales in the Lobby Book Store rising to pre-COVID levels.

Weekly “Pop-Up” sales were held for the second consecutive spring/summer in the library parking lot during May, June, July, and August of 2021. The sales were well-attended and generated just over \$5,000 in revenue.

In August 2021, I was asked to become the “Friend-in-Charge” of the Lobby Book Store and sorting room, following the departure of two veteran volunteers. By November 2021, an organized system was in place for training, sorting, and scheduling an expanded team of dedicated volunteers. Lobby Store promotions this year have included the holiday and coffee-table book sales in November and December of 2021, a “Puzzle Mania Super Sale” in January 2022, and a Valentine’s Day sale in February 2022. Sales revenue has increased steadily since November 2021 and is now consistently meeting pre-pandemic benchmarks (between \$2,000-\$3,000 per month).

October 2021 saw the long-awaited return of the semi-annual book sale, following the cancellations of the spring 2020, fall 2020, and spring 2021 sales due to COVID. The sale was a huge success and generated over \$6,100 in revenue. The Spring 2022 sale is scheduled for May 11th -14th.

Additional revenue were generated this year from sales of older, collectable books to a local independent book store owner, and purchasing credit from Baker & Taylor Publishers, due to the Friends’ participation in the Sustainable Shelves Program.

During my second year as an officer of the Friends, I have accomplished the following:

- Attended and participated in Friends membership and Board of Directors meetings, and chaired the membership meeting held on 3/17/2022

- Attended the New York Library Association's webinar "Before Friends Become Frenemies" on 9/30/21
- Boxed books for the Sustainable Shelves Program
- Filled one of the Free Little Libraries overseen by the Friends
- Served as an active member of the Book Sale Committee
- Assisted with Pop-Up Sales during the spring and summer of 2021 and the semi-annual book sale in October 2021
- Assembled and served on a team of volunteers that processed a very large book donation in May 2022
- Served as the Friend-in-Charge of the Lobby Book Store and sorting room, starting in August 2021, with active participation in all special sales events

I am looking forward to serving my second, and final, 2-year term as
Vice Chairperson of the FWPL!

Submitted on 5/9/2022 by:

Robyn C. Incardona

Vice Chairperson of the FWPL

"Friend-in-Charge" of the Lobby Book Store and sorting room

Membership 2021 Annual Report

The Friends of the Webster Public Library remain strong with over 200 members this past year. We continue to receive support from our community through new and renewed memberships and an increase in Lifetime memberships. A number of community members were generous with their donations as well. We collected over \$2880.50, an increase of around \$1000.00 this year! Of this total amount over \$600 was collected as donations. We were able to hold our Fall book sale once again and we gained over 30 new members during this book drive. We offer several options to join our organization. We are very grateful for the memberships' continued support in helping our organization supplement the services to the community through the library resources.

2021-2022 Year End Publicity Report

The publicity committee used a variety of tools: flyers, posters, signs, photographs, newspaper articles, library website, online events locators, Webster Blogs, WCSD E-Flyer, TV, community calendars and social media to get the word out to the community about events the Friends sponsored over the year. This year the Friends sponsored Pop- Up Booksales throughout the summer months, an indoor booksale in October, a winter lobby store sale in December, a puzzle sale in January, a Valentine sale in February and a spring indoor book sale in May.

A newsletter was distributed to members as news and events warranted. Social media and posters in the lobby bookstore inform patrons of the ways to support the Library, such as using Amazon Smile, volunteering, and attending sales.

The publicity committee would welcome new members. You can make a difference by assisting in taking photographs, writing news articles, making posters, delivering posters, putting out bookmarks at the library, and sharing new ideas. We welcome any to help us get the word out!