



FRIENDS OF THE WEBSTER PUBLIC LIBRARY

2020 ANNUAL REPORT

CHAIR'S REPORT

I will be completing my second two-year term as the chair of the Friends of the Webster Public Library in May 2021, and will be stepping down per our bylaws. It has been an honor to work with the dedicated, hard-working officers and volunteers in their support of the library and staff. They continued to make the Friends a vital, energetic organization in spite of dealing with the difficult challenges of an historic pandemic. The Board of Directors has been meeting throughout this past year via Zoom and planning for 2021.

Our last in-person general membership meeting was on January 15, 2020, before the pandemic reached us and the library was forced to close down. For several weeks of lockdown, the Friends activities were curtailed. Our spring book sale had to be canceled and our ongoing lobby book sale was closed. Once the library could open with the necessary health restrictions, our intrepid sorters resumed accepting donations. They designed the lobby sale to accommodate social distancing, but continued to make it inviting with seasonal themes. In spite of time lost to lockdown, the lobby sale did very well in raising funds for the library, due to the volunteers' hard work.

It was decided to have summer outdoor pop-up sales, weather permitting, since large indoor gatherings were not allowed. This was well received by library patrons and helped to make up for the canceled spring and fall book sale fundraisers. Our Book Sale committee is already busy planning for outdoor pop-up sales starting in the spring and continuing through the summer of 2021. In addition, a curbside rolling book cart was started to boost donated book sales.

This past year has been very challenging, but our organization rose to the occasion and continued to thrive. We are looking ahead to a brighter, successful 2021.

Respectfully submitted,

Karen Stoddard, Chair, Friends of the Webster Public Library

2020 Vice President Annual Report

The “Year of COVID-19” presented both unprecedented challenges and opportunities to the Friends of the Webster Public Library (FWPL) in its ongoing mission to support the activities of the Webster Public Library (WPL). Through their incredible dedication, hard work, and creativity, Friends volunteers met those tests head-on and created new prospects for growth.

This has been my first year in the role of vice president for the FWPL. It has been a true blessing to meet and work alongside of so many talented and enthusiastic book-lovers!

Fundraising by the Friends looked much different this year due to COVID-related restrictions on library functioning. Prior to the March 2020 shutdown, the Lobby Sale operation continued to grow and prosper, generating a strong income stream on behalf of the FWPL. During the 4-month shutdown, members of the Lobby Sale Committee coordinated with the library staff’s curbside pick-up/drop-off service with its “rolling cart” book sales. Lobby sales in the building resumed the week of 7/6/2020, when the library reopened to in-person visitors. Revenue has increased steadily and encouragingly during the weeks and months that followed!

The WPL began accepting book donations again the week of 7/13, and Friends volunteers created and staffed a new procedure to “quarantine” donations prior to their transfer to the sorting room and possible inclusion in the Lobby Sale.

Due to COVID-related restrictions on indoor gatherings, the spring and fall 2020 book sales were forced to cancel. This posed a significant blow to the Friends’ fundraising efforts. In response, the Friends organized and ran a new venture: weekly “Pop-Up” sales in the library parking lot during August, September, and part of October 2020. With the vital assistance of library staff, mall management, and community helpers, the Friends held 8 pop-up sales and generated approximately \$3800 in revenue. The Webster community welcomed these opportunities to rediscover the library, and many attended the weekly sales on a regular basis!

The Friends were responsible for another new fundraising event during November and December 2020: The Bags ‘n Bundles Sale. Hand-selected

high-quality donations were packaged and displayed for sale throughout the holiday season and yielded approximately \$650 in revenue.

During the late fall of 2020, the Friends joined with the WPL staff to participate in the “Sustainable Shelves” program sponsored by the Baker & Taylor Publishing Co. The Friends are now able to generate additional income through sales of excess donated books and save on recycling costs for discarded items.

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

- Attended and participated in Friends membership and Board of Directors meetings.

- Attended and participated in Board of Trustees meetings on 6/10/2020 and 10/14/2020.

- Represented the Friends as a participant on the WPL Long-Range Planning Committee.

- Attended New York Library Association (NYLA) webinars on “Engaging Millennials as Friends Volunteers” (9/23/2020) and “Effective & Efficient Boards and Board Meetings” (1/12/2021). I will be attending an NYLA webinar entitled, “Friendly Partnerships Strengthen Communities” on 3/11/2021. This year I also attended a Baker & Taylor webinar about “Sustainable Shelves” on 12/9/2020.

- Served as a member of the “Quarantine Queens (and Kings!) volunteer group and helped to transfer boxes of donations to the holding area.

- Assisted with the Friends’ Pop-Up book sales.

- Coordinated and served on the “Bags ‘n Bundles” book sale committee.

In addition, I have recently joined the group of Friends volunteers working on the “Sustainable Shelves” program, and am a member of the Book Sale Committee that is preparing for a new round of weekly Pop-Up sales for the spring and summer of 2021.

I am looking forward to another fun and productive year with the Friends of the Webster Public Library!

Submitted on 2/22/2021 by:

Robyn C. Incardona, v-p of the Friends

FRIENDS OF THE WEBSTER PUBLIC LIBRARY
TREASURER'S REPORT
CALENDAR YEAR ENDING DECEMBER 31, 2020

The final Treasurer's report for 2020 is attached. This report details income, expenses, and cash balances for each month and the full year totals. The report also includes a summary of how the Webster Public Library used the funds that the Friends provided.

The Friends contributed \$13,000 to the Library during 2020 plus an additional \$7000 in January 2021. This was much less than we normally contribute, but the virus pandemic meant an end to our semi-annual indoor book sales which hurt our fund-raising efforts. However, the hard working and creative Lobby Book Sale team did an amazing job of raising over \$18,000 despite the library closure for three months and reduced library traffic during the summer. The Friends also held "pop-up" books sales in the parking lot during the months of August and September. Thanks to that dedicated team, we raised over \$3500.

The cash balances listed are the amounts on the December bank statements for each of these accounts. Available cash at year end 2020 was \$12,640. This amount covers required minimum balances and enough to cover outstanding checks. The ending cash balance will also be reduced by the \$7000 paid to the Library in January 2021.

Respectfully submitted,

Marjorie Gascon

Treasurer, Friends of the Webster Public Library

Lobby Sorting Coordinators Committee Annual Report for 2020

The Lobby Sale 2020 annual total was \$18,623.75, thanks to all the creative types of book sales. This total includes the blue cart sales outside starting in mid-May and two months of bundle and bag sales in late fall. This was a pretty remarkable total during this difficult year with the Covid restrictions, closings, limited library hours, donation quarantine requirements, and social distance stocking in the Lobby Sale once the library reopened for patrons in mid-July.

A special thanks to all the donation and bag and bundle volunteers, our key sorters, our library liaison, the library circulation staff, as well as our loyal patrons that have helped make this all possible. We are hopeful that in 2021 we can get closer to being back to normal operation.

Respectfully submitted, Diane Pero

Membership 2020 Annual Report

The Friends of the Webster Public Library remain strong with around 200 members in 2020. We noticed an increase in the number of donations we received this year. Our membership brought in a total of \$1985 of which \$1345 was in membership dues and \$640 in donations. We continue to grow our Lifetime Members each year as well. Additional funds were received through our partnership with Xceed Financial Credit Union. This continues to offer FWPL residual income for our mission and is recorded through our treasurer report. They offer out-of-state residents an option to select membership in FWPL as a qualifier to be a part of their services. We offer several options to join our organization. You can stop by and inquire at the Webster Public Library, print and send in a membership form or fill our form and pay online through the Webster Public

Library website. We are very grateful for the memberships' continued support in helping our organization supplement the services to the community through the library resources.

Respectfully submitted,

Tami Malin

2020 Publicity Committee Annual Report

The Publicity Committee prepares notices and materials to advertise the various fundraising activities carried out by the Friends during the year. We use a variety of tools to do this – flyers, posters, signs, photographs, newspaper articles, online event websites, TV, community calendars, and social media. Due to the pandemic fund raising events this year were limited to the Lobby Sale, outdoor Pop-up Sales in the summer and fall and the Bundle 'n Bag Sale in November and December. In addition to fundraiser events, the publicity committee keeps the public informed of Friends activities through the use of newsletters, newspaper articles, photographs and social media. The committee shared news of Friends donations to the library, volunteer opportunities and Friends news during the past year. As things return to normal, the publicity committee will once again reach out to recruit new members through letters, email and phone calls to Friends members who have indicated interest in the committee. We welcome anyone for a one-time activity or any time – to write articles, take pictures, design flyers, deliver posters, and share ideas to help us let the community know what's happening with the Friends.

Respectfully submitted,

Winanne Messing, Publicity Committee Chair