



Friends of the Clifton Park-Halfmoon Library

2018 Annual Report

Highlights of 2018

- Co-Presidency Model: Strength in Flexibility
- Members Total 771
- 4 Scholarships awarded!!
- Book Sales continue as our Biggest Fundraiser
- FOL Jr. Friends *Bountiful Backpacks* Help Feed Weekend Hunger
- Friends Travel goes to London, Stonehenge, Highclere Castle, Edinburg and more
- Two Towns-One Book goes to Edison's Lab in NJ & local energy efficient sites
- Proctors Discounted Tickets sends the Community to the Theater
- Crossing Cultures feast brings food & people of many countries together
- 15 different Museum Passes were Checked Out a Total of 865 Times!
- Social Media committee Grows and Connects us with our Community
- Friends and Junior Friends attend bi-annual Volunteer Fair
- Outreach Helps Patrons with Limited Mobility Stay in Touch
- Plant Swap and Sale changed to Plant Info Day because of Invasive Worm
- FOL Hospitality Bakers and Servers add a Sweet Touch to events!
- We love our Volunteers & our Banner in the Library Foyer shows it every day!

A Message from the Leadership Team

We enjoy continued success with our co-Presidency model. Having 4 Presidents is unique to NYS Friends groups and perhaps throughout the country. After a few years of this unique model, we believe our strength comes from flexibility.

In addition to the convenience of chairing less monthly meetings per person, we enjoy the benefit that personal life circumstances, planned or not, will not affect the orderly conduct of Friends business. The President Team works it out.

The Junior Friends enjoy a co-President model, as well, and are more organized and active. They make a difference in our community by collecting food at our Used Book Sales to fill backpacks for students to take home over the weekend and engaging with families and children at more library events and activities.

We look forward to another great year, and we would like to hear from you. To give us feedback on anything to do with the Friends organization or activities, contact us at cphfriends@nycap.rr.com or write to us at Friends of the CPH Library, 475 Moe Road, Clifton Park, New York, 12065.

Respectfully, The 2018 Leadership Team

Michele Gorab
Wilma Jozwiak

Rhona Koretzky
Sheila Morroni

See Our New
Logo Above
Created in 2018
by Eve Hawkins

Board of Directors, Friends of the Clifton Park-Halfmoon Library, Inc.—Areas of Responsibility

Corinne Acker
Hospitality

Kathy Adam Browne
Outreach, Author Events

Lori Bennett
Nominating, Proctors

Linda Conklin
Two Towns-One Book

Ann Christoffel
Secretary

Toby Elman
Publicity

Linda Fennelly
Membership until May

Jamie Hanley
Membership after May

Michele Gorab
FOL, By-Laws, SOPs

Andres Harnecker
Technology

Eve Hawkins
Graphic Artist

John Jozwiak
Treasurer

Wilma Jozwiak
Used Book Sales

Rhona Koretzky
Travel, Goals

Sheila Morroni
Electronic Media

Jo Anne Robbins
Get Out the Vote,
Newsletter

Patty Ruff
Social Media

Jim Foster
Library Liaison to the
FOL Board

Membership ~ Jamie Hanley, Chair

The membership committee sends monthly Thank You letters via Constant Contact for joining or renewing memberships, and an electronic reminder at the beginning of the year to those members whose membership has expired as of the new calendar year. At the end of 2018 membership totaled 586 households and 771 members in the following category breakdown .

Membership			
Donation	Level	Memberships	Members
\$5	Bookworm	218	218
\$10	Book Lover	195	301
\$25	Bibliophile	113	154
\$50	Book Collector	35	54
\$100	Conservator	19	34
\$500	Reserve List	2	4
	Honorary	4	6
Total		586	771

Community Scholarships ~ Mary Duclos, Chair

In May 2018, the FOL was proud to award four \$1,000 scholarships to Alicia Golden, Emma Gray, Jessica Pinkerton (photo left-right) and Shruthi Mattanmai. All four Shenendehowa students and their families attended the May Board meeting for a celebration of the students' accomplishments. One of the four awards, the Gerhardt Award, sponsored by benefactors Karen and Lester Gephardt, was given to Jessica Pinkerton to pursue her studies at the Albany College of Pharmacy and Health Sciences.



Crossing Cultures Event



Judy Lees (black vest) is stepping down as chair.
Let us know if you can help.

On October 17, 2018, the Friends collaborated with teachers and students from the Library's English for Speakers of Other Languages groups to host another Crossing Cultures Potluck Lunch.

We had a great time meeting people from all walks of life and from all over the world, and of course, enjoying wonderful food from many cultures.

We are now looking for a new event chair for the Crossing Cultures events, as event co-creator and general spark plug for good, Judy Lees, is stepping down. If you think you might be interested, please contact us at cphfriends@nycap.rr.com.

Fiscal Report

See Appendix A.

Get Out the Vote ~ Jo Anne Robbins, Chair

The GOTV team works with the Library director and staff to increase community awareness of the annual budget vote and encourage all eligible voters to participate. The primary role is to publicize and solicit support for the Library budget proposal by executing activities outlined in the official Get Out The Vote Campaign Plan. The plan's target audience is comprised of FOL members, library patrons, and select community groups. In 2018, the Get Out the Vote plan was streamlined to decrease cost and increase effectiveness. The 2019 Library budget voted on Thursday, September 27, 2018 was successful with a vote of 619 to 105.

The GOTV team also collaborates with the Two Towns – One Book Steering Committee to generate patron traffic and interest on the day of the vote. The TTOB Community Read winner is announced on vote day and a special display about the Book of the Year and the Friends organization is created and is available in the large glass display case located on the first floor beyond the large wall map.

The GOTV team is responsible for distributing relevant information via Constant Contact e-mails, phone calls and displays on FOL tables and trifolds in the library. The team also enlists the aid of area pre-schools, the Shenendehowa Preschool PTA and the Shenendehowa PTA Council to assist in distributing GOTV material and messages.

The Friends provide refreshments to voters on vote day and encourage them to complete a voter exit survey.



Finally, a new sign design was created and 30 signs added. Directions for sign planting were created using Google Maps and sent to our volunteers. All who volunteered picked up their signs and placed them around the community. We have had many positive comments regarding the new signs - that they are easy to read and visible from a moving vehicle. We will order additional signs next year.



Thanks to all of our loyal volunteers who work so hard to help our Library throughout the year and to make our GOTV campaign a success. If you are willing to place vote signs next September, please email CPHFOLGOTV@gmail.com



Hospitality ~ Corinne Acker, Chair



The Hospitality Committee is made up of an amazing group of people who provide delicious refreshments for the Library and Friends of the Library events. They are a dedicated group of volunteers who are always there to assist with very little recognition. They are truly the unsung heroes. During the period from January 2018 through December 2018 the committee members provided cookies, brownies, bar cookies and cupcakes and served for 14 events. In addition, members of the committee volunteer their time on the Budget Vote Day to greet, serve refreshments and assist voters with the exit poll. The events Hospitality provided refreshments for in 2018 were:

1/20	Two Towns-One Book Kickoff
2/9	Mini Golf
2/22	Star Wars
2/28	Battle of the Books
3/14	Laurence Dudley - Author
4/4	Family Mini Golf
6/2	Youth event

6/30	Summer Reading Program
8/24	Our Library Rocks
9/9	Japanese Taiko Drumming Group
9/27	Library Budget Vote
10/10	Craig Grossi - Author
11/28	ESL Graduation
12/2	Janine Cammarata - Author

Junior Friends ~ Michele Gorab, Coordinator ~ Ashleigh Whitfield, Library Liaison

JFOL membership continues to grow as more teens are getting involved. The JFOL assists in volunteer activities in conjunction with Library events, sponsors their own fun events, and provides several community service opportunities each year, including FOL's three Used Book Sales. Examples of volunteer opportunities for Library events throughout the year are MakerSTEM events, making Scents of the Season, Families Cook: World Food Day, Lego Club, Book Buddies and Pumpkin Painting. Fun events for teens have included a Meet and Greet, Game Day and T Shirt Tie Dying. Lastly, the JFOL has collected items for donation to help the community, such as Jeans for Teens and food donations to Shen's Build a Backpack Program.



We encourage Middle or High School students interested in volunteer opportunities or just enjoying fun activities with their peers to consider joining the JFOL.

Check the [JFOL website](#) for current information and activities.



Library Collaboration



The Friends are extremely fortunate to have maintained strong collaboration with the Board of Trustees and the Library over the entire twenty-plus years of our existence. Each Board sends a representative to the other's Board meetings, and we share a joint meeting in August. Our relationship with Library administration is enhanced by the liaison position on our Board filled by the Library's Assistant Director for Public Service Jim Foster, who attends our Board meetings and ensures coordination between the Friends and the Library.



Museum Pass Program ~ Jim Foster, Library Liaison

FOL funds the Museum Pass Program to provide children and adults opportunities to experience history, culture and the arts through a visit to a museum. Patrons from the Library Tax District may check out passes from more than a dozen local museums on a first come, first served basis. During 2018, museum passes were checked out a total of 865 times. Passes are added as appropriate when additional museums become available for the program. Passes to the following museums are currently available:



- | | |
|---|---|
| ◇ Albany Institute of History and Art | ◇ The Hyde Collection, Glens Falls, NY |
| ◇ Berkshire Museum, Pittsfield, MA | ◇ MASS MoCA, North Adams, MA |
| ◇ The Childrens Museum at Saratoga, Saratoga Springs, NY | ◇ The National Museum of Racing and Hall of Fame, Saratoga Springs, NY |
| ◇ The Children's Museum of Science and Technology, Troy, NY | ◇ Schenectady County Historical Society (includes Mabee Farm), Schenectady, NY |
| ◇ Empire State Aerosciences Museum, Schenectady, NY | ◇ Schenectady Museum and Suits-Bueche Planetarium/ Museum of Science & Innovation), Schenectady, NY |
| ◇ Eric Carle Museum of Picture Book Art, Amherst, MA | ◇ Springfield Museums, including Dr. Suess Museum, Springfield, MA |
| ◇ Firemen's Association of the State of New York Museum of Firefighting, Hudson, NY | ◇ USS Slater, Albany, NY |
| ◇ The Hancock-Shaker Village Museum, Hancock, MA | ◇ World Awareness Children's Museum, Glens Falls, NY |
| ◇ Hildene - The Lincoln Family Home, Manchester, VT | |

The Book Friendly Newsletter ~ Jo Anne Robbins, Editor

The Friends of the Library publish *Book Friendly* newsletter quarterly in March, June, September and December. Book Friendly is emailed to members in a PDF version that may safely downloaded from a Constant Contact e-mail and read on computer, iPad, Smartphone or other device. We hope you enjoy each full color, easy-to-read edition and that you will be excited by some of our upcoming events. *Book Friendly* may also be viewed at <https://www.friendsofcphlibrary.org/newsletter.html>.

For members who do not have email, copies of Book Friendly may be requested at the Welcome Desk. Members who are shut in and who cannot easily get to the



Book Friendly accepts: book reviews, poetry, articles, memoirs, and short stories. Submissions should be emailed to: Jo Anne Robbins at cliftonparkjosie@gmail.com. Call (518) 952-7077 for information. When submitting documents, authors should include a statement granting Book Friendly permission to print your work.



Outreach ~ Kathy Adam-Browne



The Friends of the Library's Outreach Committee, one of the very first committees established by the FOL, has been a fine example of positive collaboration between the Friends and the Library staff. Alison Starkey, an adult services librarian, works with over 40 volunteers to provide services to the Clifton Park and Halfmoon communities.

In addition to ongoing delivery of books and other materials to group residences and homebound individuals, Books for Babies and the Jonesville Food Pantry, to name a few programs, the Outreach committee recently added a one-on-one reading experience to residents of Peregrine Senior Living. The committee is also working on the possibility of providing book discussion groups in various locations.



Pavers ~ Janice Jakolska Golden, Coordinator

In 2018, 12 new pavers were engraved. Pavers come in two sizes and can be placed at the entrance or in the reading garden. Remember a loved one; celebrate a birth, a wedding, an anniversary, retirement, or any special occasion with a paver!



Proctors Discount Tickets Program ~ Lori Bennett, Coordinator

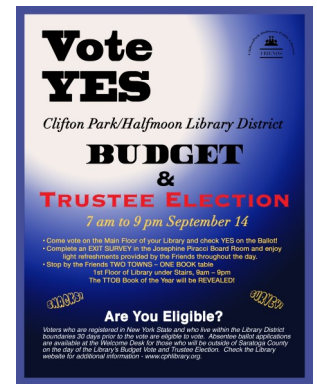


The Proctors tickets program is a wonderful service the Friends provide to the local community, allowing patrons to purchase tickets to first rate shows at the group discount price. The Friends reserved group seats to nine shows during the 2017-2018 and 2018-2019 Proctors' seasons, but only two of them took place in the 2018 calendar year. Over 90 tickets were sold for the King and I and Les Miserables. Our tickets for the 2019-2020 season will be announced in the spring.

Publicity ~ Toby Elman, Chair

The purpose of the Publicity function is to increase public awareness of what the Friends do, what they contribute to the Library and community and to publicize upcoming events and fundraisers. This is done mainly through newspaper ads, media website postings, articles, pictures, newsletter updates, flyers, bookmarks, posters and postings on the Clifton Park, Halfmoon, Friends, Times Union, and other websites.

A goal that Publicity has pursued over the years and will continue for 2019 is to research new sources that can be used to publicize the Friends events. These include other newspapers, websites that pertain to our community, and new places to send posters that can be posted, etc. Publicity also weeds out those sources that don't print our Press Releases or have gone out of business.



Social Media Committee ~ Patty Ruff, Chair



SM Committee—left to right::
Susan Jeon, Jessica Zhang,
Amy Nedeau, Patty Ruff
Contact patty_ruff@gmail.com for
more information.



Our Social Media Committee continues to seek new members who can bring their expertise and interests to our dynamic and committed group. We continue to set this as our 2019 goal.

Our postings to Facebook, Twitter, and Instagram support FOL activities, keeping members updated on events with photos and comments. As of December, 2018, reports show 323 Facebook likes (297 Followers), 85 Instagram Followers, and 63 Twitter Followers. In addition to attending and posting at FOL events, we distribute information for recruitment.



Technology & Electronic Media ~ Ann Christoffel, Andres Harnecker, Wilma Jozwiak, Sheila Morroni, Patty Ruff, & Jo Anne Robbins

The Technology and Electronic Media Committee's role is to ensure our hardware and software are kept up-to-date, and that our presence through email marketing, social media, and our website is accessible, current, & effective.

Successful strategies for 2018 were to:

- ◇ Continue using Constant Contact email marketing service.
- ◇ Create new webpages to reflect Scholarship and Gifting
- ◇ Update virus protection on Friends' computers.
- ◇ Continue using Google Drive as our online storage and backup for files.
- ◇ Continue using Spectrum Road Runner as our email service

Travel ~ Rhona Koretzky, Coordinator



Stonehenge (left) and Highclere Castle

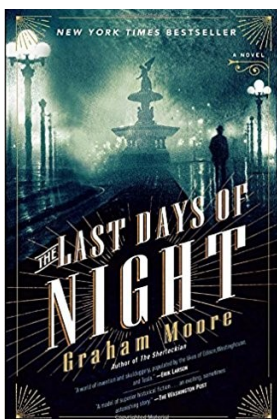
The highlight of our FOL travel program continues to be our international tours. Once again a group of 38 adventurers embarked on an overseas voyage. This time we began in the great city of London. We attended theater and enjoyed a tour of Shakespeare's Globe, toured the Houses of Parliament, and brought the academy award winning movie "The Darkest Hour" to life by visiting the War Rooms. Then we revisited Highclere Castle, the setting of beloved PBS series Downton Abbey. From there, along the spine of England to Edinburgh, to a Welsh castle, mysterious Stonehenge, and the glory of Stratford upon Avon on Shakespeare's birthday weekend. The FOL is proud to enrich the lives of our members and friends.

◆ Two Towns-One Book: Clifton Park and Halfmoon Read ~ Linda Conklin, Chair ◆

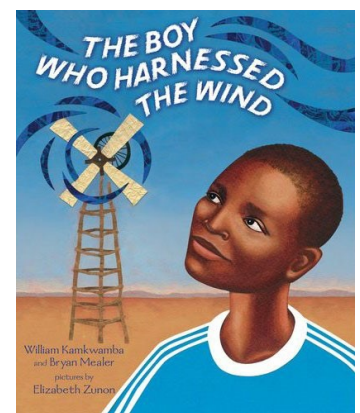
"The Last Days of Night" by Graham Moore was the winning book for 2018. This historical fiction story described the rivalry between inventors Thomas Edison, George Westinghouse and Nikola Tesla in the development of the light bulb and the beginning of electricity. The birth of the General Electric Company resulted from this. Science in different forms was the focus of TTOB programs offered.

The kick off event featured speaker Chris Hunter from the miSci Museum. "Science in the Library" was an interactive demonstration program where families got an opportunity to try their hand at various experiments. Retired engineers from General Electric hosted this program. Highlights of other programs included a bus trip to New Jersey to see Edison's Laboratory and Branch Brook Park for cherry blossom viewing. Locally, a tour of the Mechanicville Hydroelectric Plant was arranged; tours of the Library facilitated by the design architect, Bill Connor took place and tours of the Coons' zero energy home with explanations by Joann Coons occurred.

Kids Read, Too chose the book "The Boy Who Harnessed the Wind" by William Kamkwamba as the junior companion book. It is a true story of how William at age 12 used his local library and learned to build a windmill in order to produce electricity that powered a pump bringing water to the village crops. It is available in 2 reading levels. In conjunction with the book, miSci Museum delivered hands on sessions dealing with electricity to after school programs at the YMCA and CAPTAIN's Cheryl Lodge.



Mechanicville Dam



Plant Swap and Sale ~ Susan Cromer and Joan Fox, Co-Chairs

HOW TO IDENTIFY JUMPING WORMS

1) Snake-like behavior

Jumping worms will **thrash wildly** when handled

2) Clitellum

The clitellum (band near the head) **completely encircles** the body, is **milky white to gray**, and **smooth** to the body (not raised)

3) Body color

Body color varies from reddish brown to dark brown, but skin looks smooth and shiny, almost **metallic**

Not to be confused with:

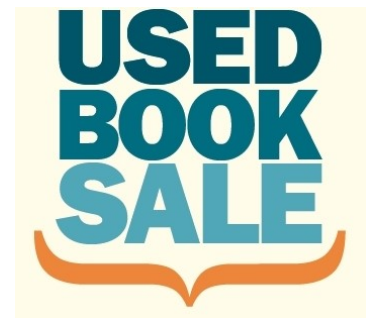
Common invasive European species have a raised or saddle-shaped, segmented clitellum



In 2018, our Plant Swap and Sale was put on hold for a year as the gardening community tried to reckon with the invasive jumping worm. The jumping worm is a pest that can become pervasive and eventually wipe out plants, including even full-grown trees, simply by taking up huge amounts of nutrients and not returning anything of value to the soil. In place of the swap and sale, co-chairs Joan Fox and Susan Cromer organized our event volunteers to put on a garden information day to help our local gardeners get a jump on spring. A strong element of education for the day was invasive plants and insects and how to avoid being part of the problem by preventing their spread. We learned that in order to safely swap and sell plants, we need to have a "bare root only" event in 2019.

Used Book Sales ~ Wilma Jozwiak, Chair

Jane Herbert, Marie Miller and Sandford Roth ~ Leadership Team



Proceeds from our three, three-day sales contributed \$23,094.57 to our resources. Our wonderful community continues to support the sale both with donations of almost-new and gently-used books, CDs, DVDs, and audio books, and by patronizing our sales. Thanks to our corps of over 100 volunteers throughout the year (including great students from our local high schools), we continually receive kudos from our customers that our sale is fun, well-organized, and a great bargain! We always welcome new volunteers; please contact us at booksalewilma@gmail.com if you are interested.

APPENDIX A: Treasurer's Report for Fiscal Year 2018 ~ John Jozwiak, Treasurer

Revenue

As in past years, the 3 largest generators of net revenue were \$22,972 from the Used Book Sale, \$13,180 from Travel, and \$10,057 from Membership. Together these 3 activities provided \$46,209 (89.50 percent) of the \$51,631* in net revenue realized when combined with money obtained from the 4 other activities that ended the fiscal year with revenues in excess of expenses; namely \$3,469 from Donations, \$1,755 from Pavers, \$184 from Two Towns One Book, and \$14 from Other Fundraising. Compared to 2017, net revenue from the 7 categories listed above increased by \$4,886.

Expenses

Consistent with the Friends mission, the largest expense category was \$24,234 contributed to directly support Library activities such as author presentations, cultural events, and audiovisual and book collection development. Included in the funding of Library activities was \$1,966 allocated to fund online access to magazines from around the world in memory of Zeb Robbins, a long-time Library Board member. The next largest expense category was \$4,404 for Publicity/Public Relations consisting primarily of payments for the Library calendar in the Community News weekly paper. Scholarship program expenses were \$4,000 with the addition of a fourth \$1,000 award funded by JoAnne Robbins in memory of her husband Zeb. Support for other community programs included \$1,824 for the Museum Pass program, and \$1,154 for the Get Out the Vote initiative. Organization expenses of \$1,417 covered the cost of insurance, photocopying, technology support, and professional association membership dues. Hospitality Committee expenses for food and supplies provided at a variety of Library events throughout the year amounted to only \$714 due to the hard work and generosity of Corinne Acker's group of volunteer bakers. These expenses total \$37,747**, an increase of \$6,732 (21.71 percent) compared to 2017 due primarily to an increase of \$4,613 in direct support of Library activities.

Assets

Total financial assets increased by \$12,705 during 2018 to end the year at \$121,709. Assets include 2 Certificates of Deposit that ended the year with a combined value of \$31,285.

Summary

Compared to 2017, revenue in 2018 increased by \$3,814.20 and expenses increased by \$3,718.04. The resulting net of \$13,615.11 represents a gain of \$96.16 compared to fiscal year 2017 data. A list of revenue and expense amounts by budget category is provided in the accompanying table.

*Revenue does not include money obtained from the popular Proctors ticket sale program because the Proctors program is structured to cover costs not generate revenue.

**Consistent with the exclusion of revenue from the Proctors ticket sale program, the expense total does not include money paid to Proctors for tickets.

Table of Financial Report for Fiscal Year 2018

CATEGORY	REVENUE	EXPENSE	NET
Donation	3,468.78	----	3,468.78
GOTV	----	1,153.97	(1,153.97)
Hospitality	----	714.02	(714.02)
Library Support	----	24,233.60	(24,233.60)
Membership	10,370.25	313.31	10,056.94
Miscellaneous	380.25	313.60	(125.00)
Museum Pass	----	1,824.00	(1,824.00)
Organization	----	947.59	(947.59)
Other Fundraising	79.25	65.36	13.89
Outreach	----	144.00	144.00
Pavers	2,475.00	720.00	1,755.00
Publicity	----	4,000.00	(4,000.00)
Scholarship	----	3,000.00	(3,000.00)
Technology	----	469.00	(469.00)
Travel	17,006.80	3,827.00	13,179.80
TTOB	3,081.00	2,897.38	183.62
Used Book Sale	23,094.57	122.30	22,972.27
Totals	59,764.25	46,149.14	13,615.11

*The Proctors category is not included in this table because it represents a restricted category that is considered to be largely a break even activity with significant year-to-year variation dependent on the shows scheduled and the timing of ticket deposits and payments within the fiscal year. In 2018, Proctors revenue was \$9,250.40 and expenses were \$10,550.15.