

# FRIENDS OF THE SUN CITY LIBRARIES, INC.

## 2012 ANNUAL REPORT

In March, the Board refined its Long Term Goals, and identified 14 specific Short Term Goals for 2012. A review of those Goals shows a successful year under the leadership of President, Mary Anne McDonald.

### **Long Term Goal 1: Promote lifelong learning within the community.**

#### 2012 Goal 1.1 Supplement the Library District with programs, materials, or equipment unique to Sun City Patrons.

- Furnished and decorated The Gathering Place at Bell, a room with comfortable furniture to be used for small group meetings, conversations, or a quiet place to relax with a good book.
- Bought a book drop machine for Bell to speed up and improve the return of library materials.
- Bought refreshments for many library activities at Fairway and Bell.
- Assisted both libraries with author visits.
- Bought stanchions for Bell library to assist in the check-out process.
- Utilized space between the exterior doors to advertise Friends activities.
- Continued to buy magazine subscriptions requested by patrons and not provided by the Library District.
- Conducted two book sales at Fairway.
- Continued to provide excess books from the Bookstore to veteran organizations, prisons, nursing homes, and women's shelters.

#### 2012 Goal 1.2 Expand the Book Buddy program to reach homebound patrons.

- Coordinated the work of nine volunteers serving 16 home bound library patrons.

#### 2012 Goal 1.3 Cooperate with the Library District to develop and conduct a Needs Assessment specific to Sun City Patrons.

- Reviewed the Library District survey.
- Determined to postpone the Friends survey to a later date.

#### 2012 Goal 1.4 Establish a Friends web site.

- Established a procedure to use the Library District's Bell web site.
- Moved the accomplishment of this goal to the future.

### **Long Term Goal 2: Maintain a cooperative relationship with the Maricopa County Library District.**

#### 2012 Goal 2.1 Establish regular meetings with appropriate Library District staff members and Friends committees.

- Met with and maintained good communication with Library District leadership staff.

FRIENDS OF THE SUN CITY LIBRARIES, INC.

## 2012 ANNUAL REPORT

2012 Goal 2.2 Continue to work with Branch Managers to improve our Libraries.

- Involved Bell and Fairway library Branch Managers in budgeting process.
- Maintained good communication with Branch Managers in regular Board meetings.

**Long Term Goal 3: Develop and maintain a strong Friends membership program.**

2012 Goal 3.1 Define Friends Membership.

- Established guidelines for membership.

2012 Goal 3.2 Explore a Friends Newsletter.

- Decided to wait another year before starting a Friends Newsletter.

2012 Goal 3.3 Explore opportunities to encourage Friends membership

- Discussed encouraging Friends membership; needs further study.

2012 Goal 3.4 Recruit new Board members.

- Recruited five new Board members who will begin service at the February 2013 regular Board meeting.

**Long Term Goal 4: Maintain a sound organizational structure, policies, procedures.**

2012 Goal 4.1 Establish a calendar for Board review of bylaws, policies, procedures, and financial requirements.

- Initiated the effort for a calendar by updating the Board Manual; calendar still needs development.
- Reviewed the bylaws and proposed two bylaw changes.

2012 Goal 4.2 Establish procedures for standing committees.

- Developed procedures to be approved with new Board Manual.

2012 Goal 4.3 Develop a comprehensive Board member orientation program.

- Developed the program which will be implemented for the five new Board members in February.

2012 Goal 4.4 Develop a plan for expenditure of funds.

- Established a Finance Committee and approved an investment policy.

Along with progress through our goals, the following accomplishments occurred in 2012:

- The Bookstore continued its successful operation. Under the leadership of Bookstore Manager Mary Anne McDonald and 28 reliable volunteers, the Bookstore made over \$27,500.
- The paper and cardboard recycle program in cooperation with the Bell Library continued.
- Bookstore and Library volunteers were recognized in the Spring and at Christmas.

FRIENDS OF THE SUN CITY LIBRARIES, INC.  
2012 ANNUAL REPORT

In any annual report, recognition for service needs mention. Success for the Friends is possible only with the following persons:

- Board of Directors;
- Mary Anne McDonald and Kathy Shawl, retiring Board members each with six years of service;
- Jill Campbell and Mary Goitia, resigning Board members;
- Bookstore and Book Buddy volunteers; and, most of all
- Sun City residents who make purchases in the Bookstore, donate books; and/or remember the Friends in their wills.