

FRIENDS OF THE SUN CITY LIBRARIES, INC.
2013 ANNUAL REPORT

The test of any organization's effectiveness is what it does for others. In the case of the Friends of the Sun City Libraries in 2013, here is what we did:

- At Fairway we spent over \$7,000 sponsoring 26 programs, and buying magazine subscriptions and supplies. Two successful book sales were held in the Fairway Library.
- At Bell we spent \$5,170 sponsoring 23 programs and author visits, bought new computers for \$7,500, and bought two magazine subscriptions.
- In both Libraries, we spent \$2,500 sponsoring Summer Reading Programs, and committed \$146,740 for new shelving in 2014.
- We made a cash donation to the Sun City Historical Society in the amount of \$1,050.00.
- We donated books to the Veterans Hospital, Maricopa County men and women prisons, Boswell overseas project, various nursing homes, Banner Rehabilitation and Health Center, the El Mirage Elementary School, Book Trader, Treasures Feathered, and donated magazines to lab offices. The total number of books donated was approximately 7,675.
- Our volunteer hours in the Libraries, our Bookstore, and Book Buddies exceeded 9,750.

The strength of any board is its members. The Friends 2013 year certainly was proof positive of that statement. Our Board's accomplishments, I would say in a most modest manner, were significant. Here is what we did:

- Judy Wannamaker joined the Board in February, and immediately assumed responsibility for the Book Buddies program. Our short term goal for the year was to expand the program to reach more homebound patrons. Through her leadership, we increased our volunteers to 15 and patrons to 23. Publicity of the program was increased significantly: first, through letters sent to churches; second, through brochures dropped off at assisted living centers, caregiver services, the Visitor's Center, and numerous other locations; third, through articles in the *Sunviews*; fourth, through new resident orientation and other similar events; and fifth, through good old word of mouth. In addition, Judy has been a very supportive Board member in all of our ventures.
- Camilla Kuberka also joined the Board in February, and agreed to chair our membership committee. As a former Fairway Library employee, she

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brought a wealth of information about library operation and volunteer utilization. The major events she organized in 2013 were: the volunteer appreciation dinner in April attended by 64; the volunteer pizza party held in August for 44; and the volunteer holiday party held in December recognizing 82 volunteers. A volunteer of the year selection process was also initiated under Camilla's leadership. Camilla has always been available whenever assistance was needed.

- When Jerry Walczak joined the Board in February, he indicated an interest in publicity. He asked for it; and he got it. As chair of our publicity committee, he has not only picked up past committee responsibilities, but also has used his past work experience to make a very positive impact getting the word out about Friends. Along with writing our monthly Sunviews article, Jerry has improved signage for the Bookstore location, prepared flyers needed for special events, revamped Friends brochures, made new contacts for Friends publicity, bought new promotional items, revised the bookmark, and created Bookstore signs as needed. Jerry also has always been available when there is a call to pick up large quantity book donations.
- Anyone involved in the operation of a non profit organization understands the importance of financial matters. Fortunately, the Friends Board includes Sue Painter, our treasurer, who handles those matters with the utmost concern. Also serving as chair of the Finance Committee, Sue spearheaded the implementation of the Investment Policy and initiated the development of a gift acceptance policy, bequeath policy, and grant distribution policy. Well planned Finance Committee meetings have kept Board members informed of investments, tax issues, and auditing functions. If that isn't enough, Sue volunteers regularly in the Bookstore.
- Marcia Davis joined the Board in November. She immediately got involved in the Publicity Committee and Finance Committee. She has drafted three new finance policies for Board consideration, and is working with Sue to be a back-up person for the treasurer. Her business and nonprofit experience, as well as her time devotion to our activities, have already paid significant dividends to the Friends.
- Without a Friends secretary, Vice President Janis Stiewing served in both positions all year. Her speed, accuracy, and organization skills show in all she did in both positions. She played a leadership role in the revision

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of the Board of Directors manual. The vice president has the responsibility of supporting and filling in for the president. She cannot be commended enough for doing just that.

- Not to be forgotten in providing positive news for the Friends in 2013 is Bookstore Manager and past Board member, Mary Anne McDonald. Through her leadership and the work of 25 dedicated volunteers, Bookstore receipts went from over \$27,000 in 2012 to over \$32,000 in 2013, an 18.3% increase! Mary Anne's commitment to making our Bookstore operation a success cannot be underestimated.
- Besides individual Board member achievements, the Board as a whole established a new staff development standing committee and revised the Board Manuals. Board members also attended the April 6 Arizona Statewide Friends of Libraries Conference in Phoenix.

In an annual report, the importance of Sun City citizens cannot be overlooked or under thanked. They make all this possible. Here is what they did: They donated their time as volunteers; they donated their books to us for resale; they bought books, puzzles, and audiovisual materials in our Bookstore; and they donated money to the Friends. These contributions gave us the ability to accomplish our mission, which is, "Enhance the community through support for the Sun City Libraries." The Friends appreciation of our community cannot be overstated!

Tom Everitt, President
Friends of the Sun City Libraries, Inc.
February 13, 2014