



Annual Board Meeting  
Dec 19, 2023



# PRESIDENT'S REPORT

- 2023 -



Written By

*Mikayla Dalton*

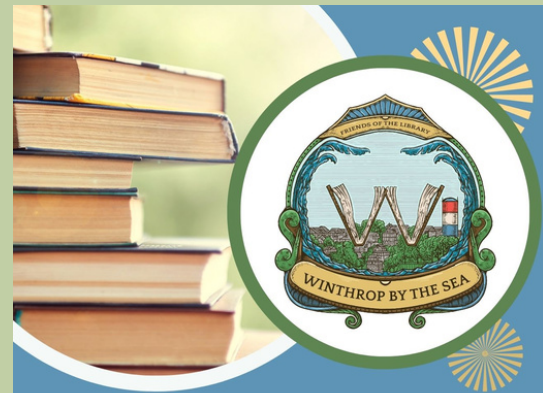
[winthroplibraryfriends@gmail.com](mailto:winthroplibraryfriends@gmail.com)

[facebook.com/winthropfriends](https://facebook.com/winthropfriends)

[winthroppubliclibrary.org/friends-of-the-library](https://winthroppubliclibrary.org/friends-of-the-library)

# ABOUT US

Friends of the Library - Winthrop by the Sea was founded as a new non-profit organization in 2022, in the wake of the COVID19 pandemic and upon the disbanding of the prior Friends organization. Our Friends group was created to keep Bookends functioning as a secondhand bookstore raising funds for the library, and to support library programming and services to our community.



## FRIENDS OF THE LIBRARY

Friends of the Library - Winthrop by the Sea is a non-profit organization dedicated to the support of the Winthrop Public Library and Museum. We run a secondhand book store - Bookends - in the lower level of the library. Proceeds from Bookends sales and fundraising go toward funding library programming and services.

To donate or volunteer, please contact:  
[winthroplibraryfriends@gmail.com](mailto:winthroplibraryfriends@gmail.com)

## Library events supported:

- Summer Reading kickoff - June 10
- Covered the cost of the New England Birds of Prey event by Wingmasters - August 3
- Supplied magnetic tiles for the Children's Building Blocks program - Oct
- Covered the cost of cake and catering supplies for Pete's retirement community farewell - Nov 30
- Provided toys for the Explore & Play program for babies and toddlers - Dec

### Other events:

- June 3 - Town-wide Sidewalk Sale
- June 18 - Summer Fest @ Michael's Mall
- Oct 28 - Bike Winthrop Halloween Parade & Fun Ride
- Nov 27-Dec 22 - Bookends Holiday books & gifts event

**Annual Board Meeting**  
*Dec 19, 2023*





## ADVERTISING / MARKETING

---

In 2023 our logo design was finalized and our branding colors established. With that complete, we purchased a sturdy branded sandwich-board to use at events, updated a facebook page and began to regularly post every 2-3 days, and placed ongoing ads in the town manager's email newsletter.

## BOOKENDS

- Dismantled doubled shelves to improve visibility and access.
  - Moved shelving to reveal exterior window and let in natural light.
  - Moved shelving to increase sightline visibility for safety.
  - Salvaged vintage library sign and requested it be hung in stairwell. (Town completed request.)
  - Notified Library Director of crumbling brickwork on corner load-bearing wall in the side room, who notified the Town.
  - Inventory of stock and disposal of old/unsellable stock continuing.
  - Cleared understairs area of flammable boxes.
- Made formal written request to the town to arrange for shelves to be secured to the wall for safety.
  - Purchased rug for the side room ("reading room") and obtained a chair and side table to go with it.
  - Purchased pool noodles to place at the back of shelves to hold titles further forward for ease of browsing and to prevent books falling through the back.
  - Designed all new (branded) signage for Bookends, recently printed, still to be placed.
  - Found a labeling solution for the metal shelves that will allow us to easily move/update labels.

---

**Annual Board Meeting**  
*Dec 19, 2023*



## Friends looking to the future

- We have government permission to solicit donations. We could begin to reach out to community businesses and individuals to obtain donations.
- Branch into merchandising with our new logo?
- Given our current bank balance and projected future earnings, look to a large item purchase for maximum impact?
- Support special events for the library's 125th birthday through 2024?
- Grant applications (Winthrop Cultural Commission?)

It has been a full and successful year. Our thanks to all who have supported us!

## Bookends looking to the future

We are in need of better shelving in Bookends. We plan on using discarded library shelves, donated by the Library Director, to update some of our shelving in the main room of Bookends. Further shelving solutions may still be required following this update.

We could extend special teacher pricing to school teachers beyond the Winthrop school district.

When inventory almost complete, we will claim a free listing on the booksales website.

---

## Annual Board Meeting

Dec 19, 2023

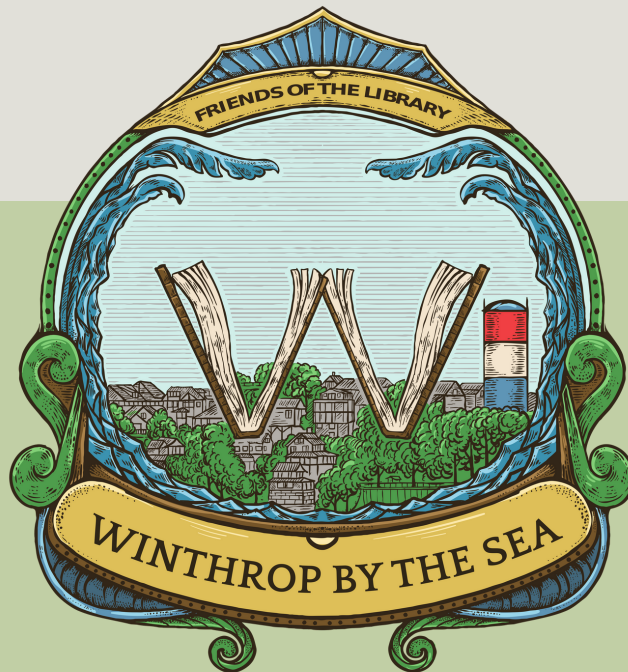


Annual Board Meeting  
Dec 19, 2023



# TREASURER'S REPORT

- 2023 -



Written By

*Linda Cargill*

[winthroplibraryfriends@gmail.com](mailto:winthroplibraryfriends@gmail.com)

[facebook.com/winthropfriends](https://facebook.com/winthropfriends)

[winthroppubliclibrary.org/friends-of-the-library](https://winthroppubliclibrary.org/friends-of-the-library)



Friends was asked to participate in the Bike Winthrop's 6th Annual Halloween Bike Parade & Fun Ride at Ingleside Park on October 28th. Although revenue was only \$8.00, it proved to be a great opportunity to introduce Friends and BookEnds to folks in Winthrop who were unaware of the organization, our mission, and where we are located.

The Friends of the Library – Winthrop by the Sea filed its application with the IRS for Section 501(C)(3) status on June 28, 2023; and the IRS issued its determination letter on July 11, 2023 effective January 1, 2022. text

Beginning with the month of July, I began to collect receipts from book sales from Mary Lou Osborne, the Winthrop Public Library Assistant Director, at the end of each month. Purchases from BookEnds are transacted at the Main Library desk and the Children's Library desk and receipts held until Mary Lou collects the proceeds and turns them over to me for deposit to the FOTL bank account. Collecting proceeds monthly at month-end allows us to evaluate if sales are seasonal or otherwise what factors may be driving sales. Between July and November, proceeds ranged from a high of \$282 in November to a low of \$213 in October and averaged \$250/month. Unclear if the opening of the Holiday Event over Thanksgiving weekend may have contributed to the November high.



## Friends of the Library – Winthrop by the Sea

### 2023 Annual Meeting 12/19/23 – Treasurer’s Report

#### 2023 Revenue from Operations thru 12/19/23:

2023 Revenue from book sales through November 29 <sup>th</sup> :	\$ 2,994.00
2023 Revenue from book sales at special events:	
Town-wide Sidewalk Sale	\$ 86.50
Michael’s Mall Summerfest	\$ 30.50
2023 Donations:	<u>\$ 175.00</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 3,286.00</u></b>

#### 2023 Sponsorship and Operating Expenses thru 12/19/23:

Massachusetts Non-profit Fees	\$ 85.00
IRS 501(c)3 Application Fee	\$ 275.00
Sidewalk Sale Fee to Chamber of Commerce	\$ 25.00
Birds of Prey @ Children’s Library	\$ 450.00
Toys for Children’s Library	\$ 376.06
Peter Solomon’s Retirement Party	\$ 254.31
Signs, rug and pad, and other supplies	<u>\$ 552.88</u>
<b>TOTAL SPONSORSHIP &amp; OP/EX</b>	<b><u>\$ 2,018.25</u></b>



<b>Starting Balance January 2023:</b>	<b><u>\$4,512.91</u></b>
<b>Total Revenue</b>	<b><u>\$3,286.00</u></b>
<b>Total Expenses</b>	<b><u>(2,018.25)</u></b>
<b>Ending Balance December 19, 2023</b>	<b><u>\$5,780.66</u></b>

