

Friends of the Wynnewood Library

Regular Meeting - Agenda

Tuesday, November 8th, 2022

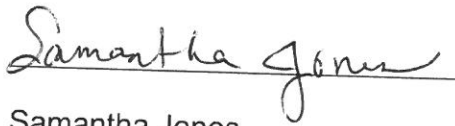
6:00 PM

Wynnewood Public Library Conference Room, 108 N. Dean A. McGee

Wynnewood, Oklahoma 73098

1. Call to order by presiding officer
2. Roll call by Sec./Treasurer
3. New member and Guest Introduction
4. Assistant Director's Report
5. Treasury Report
6. Discussion and vote to approve, not approve, or table the selection of membership benefits for the Friends of the Wynnewood Library.
7. Discussion and vote to approve, not approve, or table setting up a PayPal account for the organization in order to receive payouts for fundraisers and accept non-cash membership dues.
8. Presentation of Friends of the Library online store.
9. Discussion and vote to approve, not approve, or table using Bonfire.com to make Friends of the Library merchandise available for purchase.
10. Discussion and vote to approve, not approve, or table purchasing t-shirt inventory for sale or use by The Friends of the Wynnewood Library.
11. Presentation of promotional materials cost estimates.
12. Discussion and vote to approve, not approve, or table purchasing promotional materials.
13. Discussion and vote to approve, not approve, or table adopting a "Project Funding Policy".
14. Discussion and vote to approve, not approve, or table Library Funding Request for cork board - \$14.
15. Discussion and vote to approve, not approve, or table Library Funding Request for November donuts/drinks for Veterans Day program - \$40.

16. Discussion and vote to approve, not approve, or table Library Funding Request for supplies for Christmas parade float in December- \$100.
17. Discussion and vote to approve, not approve, or table candy for Christmas parade in December - \$30.
18. Discussion and vote to approve, not approve, or table Library Funding Request for supplies for cookie decorating and hot cocoa program - \$20.
19. Discussion and vote to approve, not approve, or table Library Funding Request for cotton balls for a craft - \$4.
20. Discussion and vote to approve meeting dates and locations for 2023 Friends of the Library bi-monthly meetings.
21. New Business
22. Adjourn

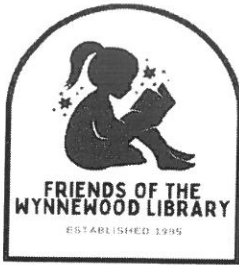


Samantha Jones

President

Agenda posted at 108 N. Dean A. McGee Ave in Wynnewood, OK 73098

At 2:00 PM.



Assistant Director/Friends of the Library Liaison Report

November 8th, 2022

I have an unfortunate update about our Tax Exempt status through the state. It seems as if the operator I spoke to on the phone was incorrect about turning in the application "with the designation of the organization that most closely matches your own". After speaking to someone in the business office, it was brought to my attention that ONLY those organizations listed on the application are eligible for tax exempt status, and unfortunately we are not one of those organizations. The state legislature has to vote on which organizations or individuals to include in those groups, so there may be an avenue to reach out to the representative and state senator for our area after election time.

In the time since our last meeting, we have been very busy with recruitment, outreach, and our web presence.

I have added a Friends of the Library page to the Wynnewood Public Library website. Currently, you can find our meeting agendas and minutes, a description of how the organization works and what we do, and a downloadable membership form. After this meeting, contingent on certain agenda items, I will be adding more documents to the site. I am also going to be working on a FOL history page. We have found lots of old photos and the establishing paperwork from when the organization was created, and I thought it would be nice to add that so that it is available.

I have created a brand kit for the library through canva.com with a logo (like the one at the top of this page) in different colors, black, and white. The colors were chosen from a color pallet so that they complimented each other better than if I would have just guessed at it. I did incorporate the cardinal red that the library and city used as well.

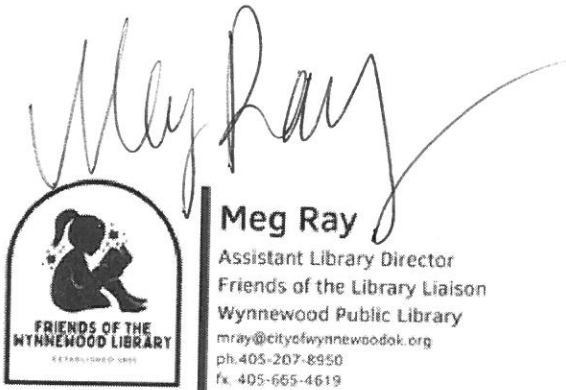
I created a Library Funding Request sheet which you will see later in the meeting. I also created a new FOL registration form.

We had several events for Friends of the Library Week. We had a "Donuts with Friends" breakfast event at the library. While turnout was small, we did have a new member join the organization through that program. Sec/Tres Lea Teves was the guest reader during the library's Story Time program and was able to tell the grownups all about the organization.

The Saturday after National Friends of the Library Week, we had an information booth at Pumpkin Fest. We were able to recruit 4 new members that day and it was an overall success.

I have started the process of designing tshirts with our new logo on them, and I feel like the organization is really going to enjoy the look of them.

It has been an exciting year, and I can't wait to see what is in store for us in 2023!



Treasury Report

November 8, 2022

Account summaries as of 9/30/2022

Checking 313218 -	Previous: <u>\$10,971.48</u>	Ending: <u>\$11,158.78</u>
Savings 4206 -	Previous: <u>\$20,716.16</u>	Ending: <u>\$20,718.83</u>

Account summaries as of 10/31/2022

Checking 313218 -	Previous: <u>\$11,158.78</u>	Ending: <u>\$10,926.68</u>
Savings 4206 -	Previous: <u>\$20,718.83</u>	Ending: <u>\$20,718.83</u>

Encumbrances and Expenses

Encumbrances and Expenses are listed for Checking 313218 only.
Any encumbrances to Savings 4206 is accrued interest.

Statement Dated 8/31/2022 to 9/30/2022

Encumbrances:

- Memorial Donation Check dated 9/17/2022 - **\$36.00**
- Cash from Buy-a-Bag sale - **\$23.50**
- Givinga Foundation Check Dated 9/23/2022 - **\$19.02**
- Check Dated 9/23/2022 - **\$108.21**
- Check Dated 9/23/2022 - **\$13.81**

Total Encumbrances - \$200.54

Expenses:

- Amazon (circulation materials/memorial requirement) - **\$13.24**

Total Expenses - \$13.24

Statement Dated 9/30/2022 to 10/31/2022

Encumbrances:

- Membership Dues (\$25.00) - Check dated 10/18/2022
- Cash on 10/17/2022
- Cash on 10/29/2022
- Cash on 10/29/2022
- Total Dues: **\$100**
- Cash from Buy-a-Bag sale- **\$45.00**

Total Encumbrances - \$145.00

Expenses:

- Amazon (circulation materials/memorial requirement) - **\$4.97**
- Amazon (circulation materials/memorial requirement) - **\$9.65**
- Dollar General (Donuts with Friends outreach) - **\$34.41**
- Dollar General (Donuts with Friends outreach - coffee supplies) - **\$19.77**
- Donut Land (Donuts with Friends outreach) - **\$78.57**

Walmart (Halloween candy/programming supplies for library) - **\$229.76**
Total Expenses - \$377.13

The Friends of the Wynnewood Library is not required by law to release the names and addresses of individual donors. Financial paperwork will not be published online or included in meeting packets to protect the private information of those both affiliated and unaffiliated with the organization. Copies of receipts, donations, purchases, bank statements, etc. are available through an Open Records Request. Members of the organization will be required to redact personal private information such as names, phone numbers, account numbers, and addresses before fulfilling any Open Records Requests. Encumbrances and expenses will never be redacted from this information.

Agenda Item 11

A complete collection of promotional item quotes will be available at the meeting.