

Friends of the Wynnewood Library

Special Meeting - Agenda

Monday, December 5th, 2022

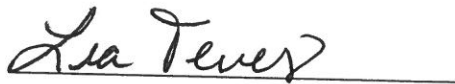
6:00 PM

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. Discussion and vote to approve, not approve, or table adopting a mission statement for the organization.
22. Discussion and vote to approve, not approve, or table adopting a Membership Policy for the organization.
23. New Business
24. Adjourn

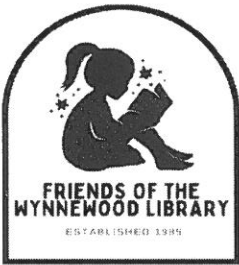


Lea Teves

Secretary/Treasurer

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

At 6:00 PM.



Assistant Director/Friends of the Library Liaison Report

Dec 5th, 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!



Meg Ray

Assistant Library Director
Friends of the Library Liaison
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Treasury Report

December 5, 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>

Account summaries as of 11/30/2022

Checking 313218 -	Previous:	Ending:
Savings 4206 -	Previous:	Ending:

Pending delivery of bank statements

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

Statement Dated 10/31/2022 to 11/30/2022

Encumbrances:

Pending delivery of bank statements

Expenses:

Pending delivery of bank statements

Lea Teves

Secretary/Treasurer

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.

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The Following is a brief description of PayPal for 501c3 orgs:

Accept donations quickly: Getting nonprofit organizations started with PayPal.

May 06 2021 | Chase Jones, PayPal Editorial Staff

Business Resource Center > Discover PayPal products Selling online

Nonprofit organizations, big and small, are activating their communities to help however they can, and it's more important now than ever that your donors have a way to give online and on mobile. If you're a nonprofit organization looking to start fundraising online amidst the coronavirus pandemic, PayPal can help.

(<https://www.paypal.com/us/webapps/mpp/nfp>)

75 percent of donors said they would donate again if PayPal was an option¹ and 79% of donors feel confident using PayPal on unfamiliar websites². With a network of 300+ million PayPal users in 200+ markets, we'll help you connect with your communities and even more donors.

PayPal offers discounted transaction rates (<https://www.paypal.com/us/non-profit/getting-started-fundraise>) for confirmed 501(c)(3) charities for most products with

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no monthly fees. We also offer our normal low rates for all other nonprofit organizations, along with no extra fees for setup, statements, withdrawals, or cancellation.

How to set up a nonprofit account.

Step 1: Register.

You'll need to sign up for a business account and register as a nonprofit in order to receive donations. Register here. (<https://www.paypal.com/us/non-profit/getting-started-fundraise>)

If you are a 501(c)(3), learn how to become a PayPal confirmed charity (<https://www.paypal.com/us/non-profit/getting-started-fundraise>) to receive the discounted rate.

Step 2: Know your options.

Find the right online fundraising solutions for your organization, big or small. Learn more about each option here. (<https://www.paypal.com/us/webapps/mpp/non-profit/fundraising/fundraising-online>)

Step 3: Add a Donate button.

When you're ready, you can add a Donate button to your website by following these step-by-step instructions (<https://www.paypal.com/us/brc/article/how-to-add-a-donate-button>).

What is PayPal Giving Fund?

Once you've registered your charity with PayPal, you have the option to enroll with PayPal Giving Fund (<https://www.paypal.com/us/webapps/mpp/givingfund/home>) and connect with even more donors. PayPal Giving Fund is an IRS-registered 501(c)(3) public charity that uses PayPal technology and financial support to fundraise for causes. Click here (<https://www.paypal.com/us/webapps/mpp/givingfund/home>) to learn more and enroll today.