

Friends of the Wynnewood Public Library

Project Funding Policy

Approved by the Friends of the Wynnewood Library at the Regular Meeting on January 10th, 2022

108 N. Dean A. McGee Ave

Wynnewood, OK

73098

Introduction

The Friends of the Wynnewood Library organization aims to provide funding to special library projects whenever possible. This policy will outline how the Wynnewood Public Library should submit funding requests and how the Friends of the Wynnewood Library will manage those requests.

For the purposes of this document, The Friends of the Wynnewood Library may be referred to as (THE) ORGANIZATION. The Wynnewood Public Library may be referred to as (THE) LIBRARY.

Projects Eligible for Funding Requests

Eligible projects may include both small-scale funding requests and large-scale funding requests. Any project requiring \$750 or less will be considered a small-scale request. Any project requiring \$751 or more will be considered a large-scale request. The following are examples of projects eligible for funding requests for the Wynnewood Public Library:

1. Funding for supplies, marketing, venue costs, or presenters for individual or standalone library programming.
2. Funding for supplies and marketing for recurring library programming.
3. Funding for library building remodeling, decorating, furnishing, and accessibility.
4. Funding for prizes for library contests and drawings.
5. Funding for staff training and continuing education opportunities.
6. Funding for equipment or services aiming to expand technological advancement for services through the library.

7. Funding for equipment, services, and marketing aiming to expand technological accessibility to the public through the library.
8. Funding for the purchase of materials for the library's collection.
9. Funding for subscription services used by the library for the purpose of serving library users or expanding and supporting existing library services.
10. Funding for goods or services that meet the needs or aid in the health and wellness of library users, i.e. supplies for the library's hygiene cart, providing water for library guests during high temperatures, etc.

Friends of the Library Rights and Responsibilities

1. The organization retains the right to accept or reject funding requests for reasons deemed necessary for the preservation of the organization's financial, structural, operational, or reputational standing.
2. The organization retains the right to adjust funding amounts included in requests for reasons deemed beneficial to the organization's financial, structural, operational, or reputational standing.
3. The organization retains the right to investigate and present alternative solutions to the dollar amount of the request, i.e. searching for more fiscally responsible options, independent of the library.
4. The organization is not responsible, publicly or financially, for the outcome, reception, success, or failure of any projects not initiated or planned by the organization's members.
5. The organization retains the right to table any request made at the bi-monthly meeting. The request **MUST** be included on the agenda and reintroduced at the next regular meeting, or at a special meeting called by the organization.
6. The organization retains the right to take possession of any prize materials left unused for the project at hand if deemed beneficial or useful to the organization. This only applies to prize materials purchased with organizational funds, and does not extend to any prize materials obtained via donation or alternative funding methods. This right does not apply to supplies or services. The

organization is responsible for alerting the Library Director if prize materials are not appropriate or useful for the organization.

7. The organization retains the right to request a member of the project committee, the project manager, or the Director of the Wynnewood Library to provide clarification of items or services needed for a project.

Funding Request Submissions

1. All funding requests must be presented to the Friends of the Wynnewood Library in writing, at the bi-monthly meeting occurring before the date of the project.
2. All requests should be presented to an officer of the Friends of the Wynnewood Library organization, or any staff member that is designated as a liaison between the organization and the library, no less than 72 hours before the scheduled meeting. This is to ensure the request is listed on the agenda in order for the organization to comply with the Oklahoma Open Meetings Act.
3. Requests must include the name of the project, any dates or deadlines associated with the project, and a brief summary or estimate of items or services needed for the project.
4. Requests must include a dollar amount. For small-scale projects, this number does not have to be an exact price list of items or services. The dollar amount should be all encompassing for the project's needs. The project manager should do their best to aim for the most fiscally responsible options, as long as those options meet the needs of the project.
5. All large-scale funding requests will require quotes from no less than three services, businesses, or purchasing options.
6. Funding request amounts should be submitted and considered without the addition of sales tax or shipping cost estimates. The organization is to view each request with the understanding that the amount requested will be lower than the final amount which will include applicable sales tax and shipping costs.
7. Funding requests will not be accepted without the signature of the Director of the Wynnewood Public Library.

Discussion, Amendment, and Action

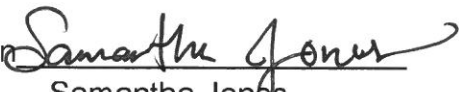
1. The project funding request must be listed on the agenda for the bi-monthly meeting or special meeting in order for action to be taken. Any requests that meet the criteria for "New Business" must be tabled and all tabling procedures outlined in this policy must be followed. In this situation, organization members will be given the request to examine and allowed to discuss options for future action regarding the request.
2. A period of discussion and/or subsequent motions to amend, act, table, or deny will accompany any project listed on the agenda.
3. The organization may entertain suggestions from members regarding amending funding amounts to be allocated for the project.
4. The organization may not demand or require changes to the planned project presented by the library.
5. The organization may not add conditional restrictions to the foundation of the project in order to approve funding.
6. In the event of a conflict of ideas between the organization and the library, the request must be denied. The organization may then work with the project manager or the library to create a new request that satisfies both the organization and the library.
7. All funding requests will be decided by a majority vote of the organization's voting members present at the time of presentation.
8. The organization will notify the library of all decisions in a timely manner.

Annual Funding

1. The organization will accept responsibility for the payment of some annually recurring expenses.
2. The organization will set aside a budget for Summer Reading Program prizes for the Wynnewood Public Library without a submitted request . This budget amount will be decided during the bi-monthly meeting in May.

3. The organization will accept responsibility for soliciting donations from local and county businesses prior to the Summer Reading Program. The entirety of these donations received will be allocated towards supplies, refreshments, and/or prizes for the program without a submitted request.
4. The organization will accept responsibility for the annual funding of the yearly subscription costs for the Wynnewood Public Library Hotspot Program. This project will be funded without a submitted request with the qualification that the yearly subscription does not increase more than \$10 between funding years. If the subscription increase is greater than \$10 from the last funding year OR additional subscriptions or hotspot units are added to the program, a Project Funding Request must be submitted for the project. This will be noted and discussed during the bi-monthly meeting in the month of September.
5. The organization will accept responsibility for purchasing the Halloween candy needed for The Wynnewood Public Library's participation in the Chamber of Commerce's Downtown Trick or Treat without a submitted request. The budget amount will be decided during the bi-monthly meeting in September.
6. The organization will provide funding for window cleaning service through BriteWay Window Cleaning. If the agreement between the library and BriteWay changes, a funding request will be submitted by the library.

This policy has been approved by a majority vote of the members of the Friends of the Wynnewood Library on January 10th, 2023. The Friends of the Wynnewood Library may amend, abandon, or replace this policy according to the organization's governing procedures.

Sign 
Samantha Jones
Friends of the Library President
Date 9-10-2023

List of voting members in attendance

Sign/Date Ann Tice 1/10/23
Org. Role events coordinator

Sign/Date Lea Teves 1/10/23
Org. Role Secretary/Treasurer

Sign/Date Wiley Bales 1/10/23
Org. Role member/library liaison

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