

2021-22

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www.friendsrockwall.com



ROCKWALL COUNTY LIBRARY

Opened September 8, 2008

Serving all of Rockwall County

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Friends of the Rockwall County Library

Friends of the Rockwall County Library promotes the importance of the library to our community and enhances library programs and facilities through our service.

- We act as a voice and advocate for the library to the community, the Rockwall County Commissioner's Court, the Library Advisory Board and other governmental entities.
- We encourage and support life-long learning and literacy initiatives for people of all ages.
- We create additional resources for the library, as a 501(c)(3) organization, by raising money, securing grants and increasing community support and awareness of the library.
- We serve in a variety of volunteer opportunities at the library and within Friends.
- We connect with each other in friendship and through the love of the library and reading.

Friends was formed in 1972 and has served the Library and the community continuously since then. Membership in Friends can be as little as \$15.00 for an individual, up to \$500.00 for a benefactor. Friends is governed through an elected board of directors. The Library Director or a representative participates in each Board meeting. Meetings for the public and members are held five times a year - September, October, February, April and May. Special fundraisers are held throughout the year.

Proceeds from Friends activities are used for the benefit of the Rockwall County Library. In addition to buying books, DVDs and CDs, the funds are used for the adult literacy program, summer reading programs for children and adults, special activities for children and teens, and subscriptions to newspapers and magazines available in a special reading area.

Friends of the Library Presidents

1972-73	Dorothy Kiesler	1996-97	Jo Splawn
1973-74	Boots Tolan	1997-98	Patricia Marshall
1974-75	Betty Bowen	1998-99	Lowell Moon
1975-76	Jean Gustafson	1999-00	Marcia Gilbert
1976-77	Lenelle Bright	2000-01	Charlene Norris
1977-78	Carmen Sittel	2001-02	Genell Lively
1978-79	Linda Hill	2002-03	Nancy Beaty
1979-80	Irene Carmichael	2003-04	Nell Welborn
1980-81	Edie Barton	2004-05	Carolyn Duckworth
1981-82	Harriet Robertson	2005-06	Marvis Kisselburgh
1982-83	Carolyn Smith	2006-07	Sheri Fowler
1983-84	Fran Bagley	2007-08	Sandi Miller
1984-85	June Hillman	2008-09	Leigh Plagens
1985-86	Lucille Bell	2009-10	Darlene Bealmear
1986-87	Barbara Coleson	2010-11	Linda Garrett
1987-88	Jenet Jolly	2011-12	Kathleen Broze
1988-89	Linda Edwards	2012-13	Kathy Melston
1989-90	Violet Sloan	2013-14	Beverly Stibbens
1990-91	Claudette Hatfield	2014-15	Debbie Daniels
1991-92	Vernie Miller	2015-16	Gloria Bishop
1992-93	Barbara Allan	2016-17	Karen Parks
1993-94	M. Joan Terry	2017-18	Brenda Cross
1994-95	Dottie Abernathy	2018-19	Lynette Coughlin
1995-96	Gladys Skiles	2019-20	Nancy Barnett
		2020-22	Madelyn Hill

A Note from President Madelyn Hill



Friends of the Library Board, Take 2! We get a “do over” as board members and I am so honored to have the privilege of serving as president once again. In spite of the pandemic, quarantining, and social distancing, Friends continued to support the library financially and through service.

Fortunately, most of our fabulous board members agreed to return this year. Since we didn’t get to participate in many activities, we all look forward to putting in the time and the work to make this year another wonderful year of FUN, fellowship, and fund raising. We were able to re-schedule our speakers who were lined up for last year, and our fundraising chairs have been hard at work dreaming up fun ways to finance the wonderful services and programs Friends supports like the Adult Literacy Center and Children’s Programs.

Here’s a little overview: to kick us off in September, we have Ruth Sears’ wonderful review of *Between sun and Sod* by Willie Newbury Lewis; then in October, Skip Hollandsworth will discuss his true crime history *The Midnight Assassin*. That is just the beginning!

In addition to our Program Luncheon Meetings, we have some exciting special events planned. Our 18th annual Christmas Luncheon, one of the most anticipated events in Rockwall, will be held December 14th. Our fundraisers will include “Cruisin’ With Chico’s” at our Luncheon and Fashion Show in January, where I’m told there will be audience participation, so you will NOT want to miss this. In March, we will have our Spring Tea With Hats” where your president-elect, Dr. M. Joan Terry, will speak about “The Art of the Tea.” In May, we present our MUCH anticipated murder mystery play, “Murder of the Loaded Librarian” starring a STELLAR cast of prominent Rockwall community leaders.

We are so grateful for your continued support of Friends. YOU are a vital part of the Friends of the Rockwall County Library. Friends’ support helps make the Library a cornerstone of Rockwall County, and we are so glad for the honor and joy of supporting it’s programs. Thank you for your continued support.

Officers 2021-22

President	Madelyn Hill
President-Elect	Dr. M. Joan Terry
1st VP Programs	Jane Buie Nancy Barnett
2nd VP Fundraising	Milly Cundy Edie Zehr
3rd VP Membership	Pat Calhoun Carolyn Duckworth
4th VP Business Membership	Darlene Reed
5th VP Communication	Madelyn Hill Karen Frederick
Secretary	Lea Carlson
Treasurer	Karen Frederick
Parliamentarian	Kathleen Broze
Past President	Nancy Barnett

Board Meetings 2021-2022

The Rockwall County Library

Thursday, September 2, 2021

Thursday, October 7, 2021

Thursday, November 4, 2021

Thursday, December 2, 2021

Thursday, February 3, 2022

Thursday March 3, 2022

Thursday, April 7, 2022

Thursday, May 5, 2022

Standing Committee Chairs 2021-22

Book Alcove	Lynn Fate
Book Club	Joan Wells, Gloria Daniels
Business Membership	Darlene Reed
Celia Hayes Award	Library Director and Staff
Christmas Luncheon	Nell Welborn, Pat Calhoun, Kathleen Broze
Communications	Madelyn Hill (Newsletter) Karen Frederick (Website)
Fundraising	Edie Zehr, Milly Cundy
Hartman Award	Nancy Barnett
Hospitality	Judy Buffington
Marketing/Display	Dr. M. Joan Terry
Membership	Carolyn Duckworth, Pat Calhoun
Programs	Jane Buie, Nancy Barnett
Reservations	Jeanie Wheeler
Sunshine	Darlene Bealmear
Yearbook	Pat Calhoun

Special Events 2021-2022

Tuesday, December 14th, 2021, 11:00 a.m.

18th Annual Christmas Luncheon - \$25.00

The Center at Rockwall CityPlace

108 E. Washington

Holiday Table Settings by Area Hostesses

Tuesday, January 18, 2022, 11:00 a.m.

Special Event - \$30.00 Luncheon

Cruisin' with Chico's Fashion Show

Community Room, Rockwall County Library

Prepaid reservations, friendsrockwall.com

Tuesday, March 29, 2022, 11:00 a.m.

Special Event - \$30 Luncheon

Spring Tea with Hats - Decorate your Table Centerpiece

Dr. M. Joan Terry, Guest Speaker, "The Art of the Tea"

Community Room Rockwall County Library

Prepaid reservations, friendsrockwall.com

Friday, May 6, 2022, 7:00 p.m. to 9:00 p.m.

Special Event - \$30.00, Intermission refreshments provided

The Center at Rockwall CityPlace

108 E. Washington

"Murder of the Loaded Librarian"

Directed by Barbara Doubt

Featuring Stellar cast of Well Known Community Leaders

Prepaid tickets - friendsrockwall.com

Note: All Special Events are open to the community.

Prepaid Reservations are required. Go to friendsrockwall.com, click on Events, Special Events

Costs may vary by event.

Unless cancelled by deadline, payment is required.

All Special Events and General Meetings are subject to change due to the uncertainty of the Covid 19 virus. These will be adjusted or eliminated if necessary, depending on Economic Conditions, Rockwall County Rules and the Board of Friends of the Library.

General Meetings 2021-2022

Sept. 14th, 2021

DUE TO COVID CONCERNS, THE SEPTEMBER MEETING HAS BEEN CANCELLED.

Program: Ruth Sears – Book Review

Between SUN and SOD by Willie Newbury Lewis

“A story of the Texas Panhandle during those romantic years when grass was free, and the frontier was a single, boundless range of prairie and plain.”

Oct. 12th, 2021

Program: Skip Hollandsworth - Speaker

Skip Hollandsworth is an American author, journalist, screenwriter, and executive editor for Texas Monthly. His true crime history, *The Midnight Assassin*, about a series of murders attributed to the *Servant Girl Annihilator* that took place in Austin, Texas, in 1885, was on the NY Times Best-Seller List.

Feb. 8th, 2022

Program: Carmen Goldthwaite - Speaker

Carmen is an award-winning author, teacher, and Storyteller. Carmen spins tales about true adventures of Texas women across the centuries.

April 12th, 2022

Program: Entertainment by Rose-Mary Rumbley and Jill Beam

Rose-Mary Rumbley is a well-known book reviewer, author, lecturer, and storyteller. Jill Beam is a singer, dancer, entertainer, Ms. Texas Senior in 2015, and the daughter of Rose-Mary Rumbley. Put these two together you a program filled with fun, laughter, and the very best in entertainment!

May 10th, 2022

Program: Country Western Music: Trent Blackley & Michael Bridges

Two talented singers bring you Country Western Music at its best! Both are members of the Texas Country Boys, a group that performs regularly in North Texas.

Note: All General Meetings are luncheons in the Rockwall County Library Community Room at 11:00 a.m. All meetings are open to the community. Reservations are required. A \$20 luncheon reservation includes meeting, program, and lunch. A \$5 reservation is required for the meeting and program only. Only ten \$5 reservations per meeting. Unless cancelled by deadline one week prior, payment is required.

Reservations: Go to friendsrockwall, click on Events, Meetings to make a reservation and to use your credit card or pay at the door.

Celia Hays Volunteer Award

The Celia Hays Award was first presented in 2001 to honor an outstanding library volunteer. It was named in honor of Celia Hays, the Library County Director from 1976 to 1981.

Celia Hays Volunteer Award Recipients

2002	Wilma Foster	2011	Joseph Pelegreen
2003	Betty Irwin	2012	Joan Parrish
2004	Beverly Skalberg	2013	Madi Hartley
2005	Joan Wells	2014	Pat Calhoun
2006	Ruth Willis	2015	Suzanne Vancil
2007	Toby Bailey	2016	Susan Laszynski
2008	Lucy Wrightson	2017	Jan Pearman
2009	Cecelia Gavaldon	2018	Paul Hamm
2010	Glenna Phillips	2019	Julia Pughes
		2020	Susan Murray

Giving Tree

The Giving Tree is a beautiful sculpture permanently located near the staircase in the main lobby of the Library. It provides a meaningful way to honor and remember special people in our lives and because it is on permanent display, our children, family, and friends can come by to find the name of that special person. Businesses too, can purchase a leaf to show their support for our Library and all it has to offer the community. Leaves for the Giving Tree are available in Gold (\$2000), Silver (\$1000), and Bronze (\$250). Brochures are available in the Library. Donor Forms are available at the front desk.

The Hartman Award

The Hartman Award was first presented in 1980. Recipients of the award have been members who gave of themselves willingly for the good of Friends and the library. The award was named for Alfred and Grace Hartman. Alfred Hartman was the Librarian from 1966-1976. Grace Hartman was instrumental in the formation of a public library in Rockwall.

Each year a piece of Hartman's hand painted china is given to the recipient or a book is donated to the Library in the recipient's name. The award is presented at the May meeting.

Hartman Award Recipients

1980	Shirley Williams	2001	George & Toni Humes
1981	Andrew Lowe	2002	Ruth Peck
1982	Irene Carmichael	2003	Marcia Gilbert
1983	Bill & Tucker Holy	2004	Leigh Plagens
1984	Celia Hays	2005	Nell Welborn
1985	Edie Barton	2006	Jim Baird
1986	Claudette Johnson	2007	Karen Hall & Marvis Kisselburg
1987	Barbara Hill	2008	Nancy Rothacker
1988	June Hillman	2009	Phylis Pierce
1989	Stephanie Galanides	2010	Pat Calhoun
1990	Vernie Miller	2011	Carolyn Duckworth
1991	Ann Kenney	2012	Mary Hanrahan
1992	Claudette Hatfield	2013	Darlene Bealmear
1993	Barbara Coleson	2014	Kathleen Broze
1994	Violet Sloan	2015	Kathy Melston
1995	Regina Ploch	2016	Susan Egan
1996	Barbara Allan	2017	Debbie Daniels
1997	Gladys Skiles	2018	Jan Pearman
1998	Kaaren Mahoney	2019	Holly Mapel
1999	Jo Splawn	2020	Karen Frederick
2000	Patricia Marshall	2021	Nancy Barnett

History of the Rockwall County Library

A Rockwall teacher, Beuna Eaves Martin, started the Library with the help of other teachers and friends. On May 5, 1945 the Rockwall County Library was officially established in one room of the County Courthouse. In 1978 the Library was moved to a 2,840 square foot facility on the corner of Washington and Fannin. In 1991 the Library moved to 105 S. First Street. With a 2003 expansion the library had a total of 10,000 square feet of space.

In 2000 and 2004 voters approved the use of bonds to purchase land for a new facility and to build a 52,000 square foot library. The new facility opened September 8, 2008.

Rockwall County Library Director

Marcine McCulley received her Master of Library and Information Science degree from the University of North Texas. She earned Bachelor of Arts degrees in English Literature & Behavioral Science from Rice University and a doctorate from the University of Houston.

Marcine became Public Services Manager for the Rockwall County Library in 2007. She was appointed Library Director in December 2008.

Rockwall County Library Advisory Board 2021-2022

In 1951, the Rockwall County Commissioners Court appointed the first Library Board. The Library Board functions in an advisory capacity.

Precinct 1: Janis Carson (chair), Sarah Lawson

Precinct 2: Margaret Davidson, Rich Krause

Precinct 3: Lynn Fate

Precinct 4: Lorne Megyesi, Nan McReynolds

At Large: Carla Bosteder

Adult Literacy Program

The Adult Literacy Program is located in the foyer of the Rockwall County Library. The Literacy Program provides classes for GED preparation, English as a Second Language, Citizenship and basic literacy. Classes are held 6 days a week and Tues. & Thurs. evenings. First United Methodist Church of Rockwall partners in the program.

If interested in being a tutor or other volunteer support staff, contact Carol Cease, 972-204-7705.

The Book Alcove

Friends offers a selection of used books, magazines, etc. These selections are donated to the Book Alcove by our loyal supporters. The Book Alcove is located on the first floor between the checkout desk and café, and is maintained by our volunteers.

Shop the Alcove and place your anonymous donation in the Friends of the Library container located on the check-out desk.

Book Discussion Group

The Book Discussion Group meets at the Rockwall County Library on the third Monday each month at 9:00 a.m. Members participate in discussions of books read by the group. To join, call or email:

Joan Wells, 972-771-8265, joanwells@sbcglobal.net

Gloria Daniels, 972-771-5618, gloriadaniels7210@gmail.com

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The membership list will not be given, loaned, leased, rented, or sold to any person, persons or entity. Members will not use the list for any purpose other than Friends-related business.

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SUSAN SATTERWHITE

Attorney at Law

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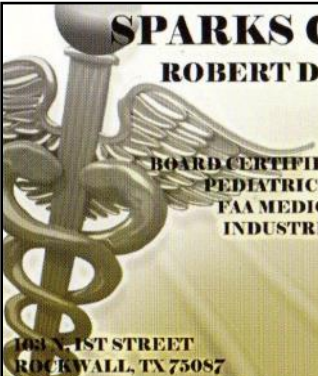
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FRIENDS OF THE ROCKWALL COUNTY LIBRARY BYLAWS

ARTICLE I - NAME

The name of this organization will be Friends of the Rockwall County Library, further referred to as Friends. Friends is a 501(c)(3) nonprofit corporation.

ARTICLE II – PURPOSE

Friends of the Rockwall County Library promotes the importance of the library to our community and enhances library programs and facilities through our service.

- We act as a voice and advocate for the library to the community, the Rockwall County Commissioners Court, the Library Advisory Board and other governmental entities.
- We encourage and support life-long learning and literacy initiatives for people of all ages.
- We create additional resources for the library, as a 501(c) (3) organization, by raising money, securing grants and increasing community support and awareness of the library.
- We serve in a variety of volunteer opportunities at the library and within Friends.
- We connect with each other in friendship and through the love of the library and reading.

ARTICLE III - MEMBERSHIP AND DUES

A. Any person or business interested in the promotion of the Rockwall County Library and who pays specified dues will be eligible for membership in this organization. The amount of annual dues will be determined by the Board, established by Resolution and listed in the Standing Rules.

B. There will be various membership levels for individuals eighteen (18) years or older and for businesses who support the organization with annual dues.

C. Names of all Friends will be listed in the Yearbook unless otherwise requested.

D. The membership year will be from June 1 through May 31.

- E. Third Vice-President for Membership: In charge of individual and family memberships. This office will:
1. Maintain a list of names and addresses of all members of Friends.
 2. Compile lists of member volunteers and distribute these lists to the appropriate committee chairs.
 3. Be responsible for recording all information from the Membership Forms.
- F. Fourth Vice-President for Business Membership: In charge of business memberships. This office will:
1. Maintain a list of names and addresses of all business members of Friends.
 2. Be responsible for recruiting and retaining business members.
- G. Fifth Vice-President for Communication: In charge of all communications including social media (i.e. Facebook, Twitter, Instagram), website, newsletters, and publicity.
- H. Secretary: Keep a record of the minutes of each meeting of Friends. The Secretary will:
1. Disseminate draft copies within two weeks after the meeting.
 2. Prepare, mail, read and file all correspondence.
 3. Prepare Resolutions as appropriate.
- I. Treasurer: Receive all money and keep an accurate account of all receipts and expenditures. The Treasurer will:
1. Submit a financial report at all meetings.
 2. Make records available for an annual internal financial review.
 3. Chair the Finance Committee (Article VIII, Sect. D).
 4. Administer electronic methods of payment such as PayPal, credit card reader, etc.
- J. Past President: Serve as a resource person for the Board and be responsible for or assist with special projects as requested.
- K. Parliamentarian: Appointed by the President. The duties will include:
1. Ruling on parliamentary procedure.
 2. Giving advice to the chair, and when asked, to other members.
 3. Writing, interpreting and maintaining Bylaws, Standing Rules, and Special Development Funds policies and procedures.
 4. Chairing a committee to make an annual review of the Special Development Funds.

ARTICLE VIII - FUNDS

- A. This organization will be authorized to accept funds from any individual, association or business to be used for any purposes consistent with the Bylaws. (See Article II.)
- B. All funds will be deposited to the account of Friends of the Rockwall County Library and will be disbursed by the Treasurer upon the authorization of the Board. All checks must bear the signature of the Treasurer or the President.
- C. In the event of the dissolution of Friends, all assets will become the property of the Rockwall County Library.

D. There will be a Finance Committee chaired by the Treasurer. Other members will be the President, President-Elect, and the current and incoming Second Vice-Presidents for Fundraising. This committee is responsible for:

1. Preparing the annual budget, presenting the first draft in March of each year.
2. Presenting the final draft to the Board no later than the April Board Meeting.
3. Recommending no-risk investments of Friends funds.

E. At the Annual Meeting in May the membership will vote on a budget prepared and approved by the Board.

F. The Board will elect a three-member Internal Financial Review Committee at the April or May Board Meeting. The chair should have a working knowledge of accepted accounting practices. The members should have an understanding of financial procedures.

1. The Committee will meet each year to conduct a review of the financial records for the fiscal year ending May 31.
2. The outgoing Treasurer will have the financial records completed and available for review within two weeks following the end of the fiscal year.
3. The outgoing Treasurer does not serve on this Committee, but will be available at the time of the review to answer questions.
4. The Committee will submit their findings to the current incoming President as soon as possible, but no later than July 15.

ARTICLE IX PARLIAMENTARY AUTHORITY

In conducting business, Friends will be governed by the rules contained in the current edition of Robert's Rules of Order Newly Revised.

ARTICLE X ADOPTION & AMENDMENTS OF STANDING RULES

Standing Rules were created to provide instructions for the day-to-day operation of Friends and may be adopted or modified by the general membership at any properly called meeting at which a quorum is present. If the proposed changes have been submitted to the members at least 15 days prior to the meeting, a simple majority of those present may approve the rules or changes; otherwise a two-thirds (2/3) vote of those present is required.

ARTICLE XI ADOPTION & AMENDMENTS OF BYLAWS

These Bylaws may be amended if the Board approves the proposed amendments and the members are advised of the proposed amendments at least three weeks prior to a meeting where the issue is presented. The amendments must be approved by a two-thirds (2/3) vote of the members present.

Amended: May 2000, September 2002, May 2005, May 2006, May 2008, May 2011, February 2016, February 2017, May 2017, April 2019

FRIENDS OF THE ROCKWALL COUNTY LIBRARY STANDING RULES

I. PURPOSE

Standing Rules are authorized in Article X of the Bylaws and provide instructions for the day-to-day operation of the organization. Procedures that are a general policy or way of operating are written in Standing Rules.

II. MEMBERSHIP

A. An Annual membership drive will be conducted in April and May, with dues payable by June 1st. The amount of the annual dues will be determined by the Board no later than December 15th and established by Resolution. For new members who join on or after January 1st, their payment will be applied to the next full year's membership beginning June 1st.

B. The membership list will not be given, loaned, leased, rented, or sold to any person, persons or entity. Members will not use the list for any purpose other than Friends-related business.

C. Categories of membership and dues

1. Individual and family membership:

Individual: Individual 18 years and older	\$15.00
Family: One or more individuals in a family	\$30.00
Gold: Individual or family	\$50.00
Platinum: Individual or family	\$100.00
Sponsor: Individual or family	\$250.00
Patron: Individual or family	\$350.00
Benefactor: Individual or family	\$500.00

2. Business memberships may be purchased by any business and will offer the following benefits:

Platinum	\$100.00	Business card ad in Friends Yearbook, name on Friends website, and name on plaque in library display case.
Sponsor	\$250.00	Business card ad in Friends Yearbook, name on Friends website, name on display case plaque, and recognition at each meeting.
Patron	\$350.00	Business card ad in Friends Yearbook, name on Friends website, name on display case plaque, recognition at each meeting, and recognition in local newspaper advertisement.
Benefactor	\$500.00	Business card ad in Friends Yearbook, name on Friends website, name on plaque in library display case, recognition at each meeting, recognition in a local newspaper advertisement and individual plaque for business display

III. MEETINGS

A. Publication of Dates

The schedule of General Meetings, Special Events, and Board Meetings will be published annually in the Yearbook. Additional meetings may be called as provided for in Article IV of the Bylaws.

B. Electronic Meetings

At the President's discretion, the Board may be asked to make decisions or vote on motions by e-mail. All responses should be addressed to the entire Board, and a majority must approve any decision unless a two-thirds vote is required. The President will notify Board members of the outcome. Actions and voting results will be recorded as minutes and filed accordingly by the Secretary.

C. Minutes

1. The Secretary will prepare minutes of all meetings where business is transacted. This includes the General and Special Meetings, Board Meetings, workshops and planning sessions, and meetings held via e-mail.
2. Board Meeting Minutes: Draft minutes will be sent electronically to Board members for review and correction within two weeks of the meeting. Board members will submit any corrections to the Secretary. Minutes will be declared approved as published unless additional changes are made at the next meeting, then signed by the President and Secretary.
3. General Meeting Minutes: The President will appoint a 3-member committee to review and approve or amend minutes from these meetings. The minutes should be signed and dated by the Secretary and the chair of the committee. At the next General Meeting the President will announce that committee approved the minutes and that copies are available upon request.
3. The Secretary will maintain the approved, signed and dated minutes in a binder. At the Annual Meeting in May all minutes for the previous year will be turned over to the President who is responsible for placing them in the Friends official records. Minutes should be in printed format as well as an electronic copy so they may be stored on the Friends computer.

D. Resolutions

A Resolution is used when the motion is of great importance or is very long. A Resolution includes the reasons for the motion as well as the actual action that is being proposed. Resolutions follow a certain format and are filed in chronological order at the front of the Minutes binder.

E. Agenda

The President will prepare an agenda for all meetings. Board members may request an item to be listed on the agenda by contacting the President at least one week prior to the scheduled meeting date. The President will provide the Board an agenda, Treasurer's report, and minutes of the previous meeting at least two days prior to the next Board Meeting

IV. COMMITTEES

A. The President may form ad hoc committees and appoint their members unless otherwise specified in the Bylaws. The President will specify the frequency and type of reports to be made to the Board. An ad hoc committee automatically ceases to exist when its work is completed, and the final report is received.

B. In the course of committee duties, there may be occasions to write letters, devise or revise forms, or create other material that will be distributed under the name of Friends of the Rockwall County Library. Such material will be reviewed and approved by the President and/or President-Elect before it is disseminated. Note: This does not refer to informal notecards, messages of condolence, internal committee correspondence or emails between individuals.

C. The following Standing Committees will be composed of a chair appointed by the President unless otherwise stated in the Bylaws or Standing Rules. Additional members may be recruited by the chair or appointed by the President with the concurrence of the chair:

1. **Book Alcove:** The chair will be responsible for maintaining the Friends Book Alcove located on the first floor of the Rockwall County Library. Books are not sold in the Book Alcove, but patrons may make donations and suggested donations may be posted. The committee is responsible for:
 - a. Coordinating Book Alcove activities with the Library staff.
 - b. Recruiting and scheduling volunteers.
 - c. Assigning leaders and organizing teams for various tasks.
 - d. Selecting books donated to the library for use in the Book Alcove.
 - e. Preparing, categorizing and placing books in the appropriate designated area.
 - f. Purchasing cleaning and other supplies as needed.
 - g. Replenishing books on the Book Alcove shelves as needed.
 - h. Creating/scheduling Book Alcove presentations and fundraisers.
 - i. Collecting monies and preparing deposits in coordination with the Treasurer.
 - j. Coordinating decorating of the Book Alcove top shelves to fit the occasion.
 - k. Coordinating transport of donated books to the library.
 - l. Coordinating transport of surplus books/magazines to resale vendors and other groups.
 - m. Providing estimated income and expenses for the annual budget.

2. Book Club: Friends sponsors a book discussion group that is open to everyone. The time and place of meetings will be published in the Yearbook.
3. Business Membership: The Fourth Vice-President for Business Membership will chair this committee and make regular reports of its activities to the Board. This committee will focus on developing membership and support from the business and corporate community. This committee will be responsible for:
 - a. Pursuing Business Membership renewals and soliciting new members.
 - b. Creating a business membership form.
 - c. Maintaining an electronic record of all business members including names, addresses and all other information on the business membership form.
 - d. Keeping the business membership information current on the lobby display plaques and Friends website.
 - e. Providing members' business cards to the Yearbook chair.
 - f. Writing thank you letters to business members.
 - g. Placing an ad in a local newspaper in May acknowledging Business Members at the Benefactor level.
 - h. Conducting a raffle of any items donated by businesses at the Friends Christmas Luncheon.
 - i. Providing and distributing plaques to Benefactor business members.
 - j. Recognizing Benefactor business members at the February Meeting.
 - k. Providing estimated income and expenses for the annual budget.
4. Celia Hays Award: The Celia Hays Award honors an outstanding Library volunteer. The Library Director and staff will select the recipient.
5. Christmas Luncheon: This committee will organize, plan and execute an annual fundraiser to be held during the month of December and make periodic progress reports to the Board. The chair will have primary responsibility for taking reservations, selecting the venue and caterer and will arrange for the program, if any. The chair(s) will provide estimated income and expenses for the annual budget.

6. Communication: The Fifth Vice-President for Communication will chair this committee and make regular reports of its activities to the Board. This committee will be responsible for:
 - a. Publicity - Publicizing the Friends Meetings, projects and accomplishments by announcing programs in advance and writing articles with photographs after the event. Publicity will emphasize that although reservations are required, visitors and prospective members are welcome to attend.
 - b. Social Media - Maintaining Friends social media accounts in a timely manner including Facebook, Instagram, Twitter and other social media platforms by posting Friends Meetings, projects and accomplishments as appropriate.
 - c. Website - Creating, maintaining and updating the Friends website with input from the Board and committee chairs as appropriate. The Fifth Vice-President for Communication may serve as webmaster or appoint a committee member as webmaster.
 - d. Newsletter – Publishing a newsletter four times a year. In June the editor will prepare and distribute a schedule of deadlines, publication dates and reminders about primary content of each issue. This committee will be responsible for distributing the newsletter. The following schedule will be followed to ensure time sensitive information is delivered promptly:
 1. August newsletter will be published no later than mid-August and will give information about the September and October Meetings.
 2. November newsletter will be published the first week of November and will feature the November Special Event and the Christmas Luncheon.
 3. January newsletter will be published the first week of January and will include the slate of officers for upcoming year, call for Hartman nominations with a closing date, and information about the February Meeting.
 4. March newsletter will be published the second week in March with Ballots for Hartman Award, the March Special Event and reminders about the April and May Meetings.
 - e. Working closely with Marketing Committee to coordinate dissemination of information to area civic and service organizations and the implementation of innovative techniques to promote Friends and the Purpose of the organization.
 - f. Providing estimated income and expenses for the annual budget.
7. Fundraising: The Second Vice-President for Fundraising will chair committee and make regular reports of its activities to the Board. This committee will be responsible for:
 - a. Planning and implementing fundraising projects.
 - b. Providing estimated income and expenses for the annual budget.

8. Hartman Award: The Hartman Award is given annually to a Friends member who has performed over and above the requirements of their position and has promoted the Library and Friends beyond required activities. The recipients of this award have been people who willingly gave of their time for the good of the Library and Friends.

a. The most recent Hartman honoree will manage the selection of the recipient of this annual award.

b. An article in the January newsletter will explain the Hartman Award criteria, nominating statement format, obtaining nominees' permission and include the nomination deadline.

c. Any member in good standing may submit a nomination.

d. Previous Hartman recipients and the current President are not eligible for nomination.

e. Nominations will be in writing with a brief statement of between 100 and 175 words, giving the reasons why this member deserves to receive the award. Before submitting the nomination, the individual will be contacted for permission to place their name before the general membership for a vote. This is also an opportunity to get information to include in the supporting statement.

f. The unedited nomination statements as submitted, rules for voting, a ballot and the voting deadline will be published in the March newsletter.

g. Members may vote by completing and mailing the ballot from the newsletter or by sending an email to the address shown on the ballot.

h. Each member may vote once. A member is any person whose name is listed on the membership application regardless of the type of membership. The President will help count the ballots.

9. Historian: The Historian will keep a history of publications, announcements, and photographs concerning the work for the current year. The records may be in a scrapbook or in electronic format.

10. Hospitality/Meeting Decorations: This committee will consult with the Second Vice-President for Programs and set up and arrange meeting rooms as necessary. The committee will be responsible for:

a. Providing table decorations for meetings. Decorations may be sold at the meeting to recoup costs.

b. Preparing name badges.

c. Welcoming members and guests at the door.

d. Providing estimated income and expenses for the annual budget.

11. Marketing: The President-Elect will chair this committee and make regular reports of its activities to the Board. This committee is responsible for developing innovative techniques to promote Friends and the Purpose of the organization as stated in the Bylaws, Article II.
 - a. The committee will work closely with the Membership Committee and the Communication Committee to coordinate the dissemination of Friends information to the community.
 - b. The committee will keep the Library display case updated with current event information.
 - c. The chair will provide estimated income and expenses for the annual budget.
12. Membership - Individual and Family: The Third Vice-President for Membership will chair this committee and make regular reports of its activities to the Board. This committee will maintain a spreadsheet of all members, which includes names, addresses and all other information on the Membership Form. They may initiate special projects for the purpose of membership recruitment. This committee will be responsible for:
 - a. Keeping updated membership forms and brochures available at the Library circulation desk and in the lobby for patrons to join or renew membership.
 - b. Having a committee member sit at a table with membership forms and brochures at each Friends meeting for renewals and new memberships, along with a current list of members that have already paid membership dues.
 - c. Sending membership forms by mail or e-mail to members who have not renewed and a follow-up letter to those who have not renewed by mid-summer.
 - d. Sending a welcome note to new members.
 - e. Providing the Yearbook chair with a list of all current members and copies of the printed and electronic membership forms for use in preparing the Yearbook by the deadline set by the Yearbook chair.
 - f. Making lists from the membership spreadsheet that contain names and contact information and sending to appropriate committee chairs listed below, and others as requested:
 1. Hospitality - names for making name badges.
 2. Communication – names and emails for newsletter distribution, meeting reminders and email blasts.
 3. Nominating Committee - members with an interest in serving in a board position.
 4. Committee chairs - members with an interest in serving on their committee.
 5. Library staff - members interested in volunteering inside the library.

- g. Keeping the above lists current by sending new members' information as received through the year.
 - h. Checking the post office box for membership and picking up membership and renewal.
 - i. Saving a copy of the membership spreadsheet on the Friends computer at the end of the membership year.
 - j. Providing estimated income and expenses for the annual budget.
13. Programs: The First Vice-President for Programs will chair this committee and make regular reports of its activities to the Board. This committee will be responsible for:
- a. Securing and scheduling programs for the General Meetings no later than the deadline for the Yearbook publication.
 - b. Securing a caterer, deciding on menus and negotiating prices for lunches at General Meetings and coordinating activities with the caterer.
 - c. Providing estimated income and expenses for the annual budget.
14. Reservations: The chair will receive and maintain an accurate record of names with contact information for individuals who will attend luncheon meetings. The chair will also confirm reservations made on the Friends website.
- a. The chair will send a copy of the reservation list to the First Vice-President for Programs, the Third Vice-President for Membership, the Treasurer, and the Hospitality Committee member who will prepare name badges.
 - b. After the meeting, send the Treasurer a list of those who fail to attend, did not cancel by the deadline and have not paid.
 - c. The Treasurer will contact and request payment from those who did not to pay.
15. Sunshine: In the event of the death of a member or spouse of a member, this chair will notify Library Director to select a book as a memorial for the Library. In the event of an illness or tragedy in the family of a Friends member, this chair will send a note or card of condolence. This chair will provide estimated income and expenses for the annual budget.
16. Yearbook: This committee will publish the Yearbook and be responsible for:
- a. Establishing a schedule for timely publication to have the Yearbook ready for distribution by September of each year.
 - b. Collecting, updating, formatting and verifying information.
 - c. Obtaining galley proof from the printer to double-check margins, pagination and other elements.
 - d. Distributing Yearbook inserts and replacement pages at the September and October Meetings.

- e. Publishing and distributing an addendum in January with a list of family, individual and business memberships received after the Yearbook deadline.
- f. Ensuring a supply of complete updated Yearbooks and binders are available for new members.
- g. Saving an electronic copy of each Yearbook on the Friends computer.
- h. Providing estimated income and expenses for the annual budget.

V. MISCELLANEOUS

A month-by-month Calendar of Work Guide of tasks for the President was created by a previous president and has been added to by successive presidents. The President will refer to this document and make additions and changes as needed. A review of this Guide will be part of an orientation discussion between the outgoing President and the President-Elect.

VI. ADOPTION AND AMENDMENTS OF STANDING RULES

Standing Rules may be adopted or modified by the general membership at any properly called meeting at which a quorum is present. If the proposed Standing Rules or modifications have been submitted to the membership at least 15 days prior to the meeting, a simple majority of those present may approve the Rules or modifications. Otherwise, a two-thirds vote of those present is required.

Adopted May 2011, Amended April 2014, September 2015, February 2016, May 2017, April 2019