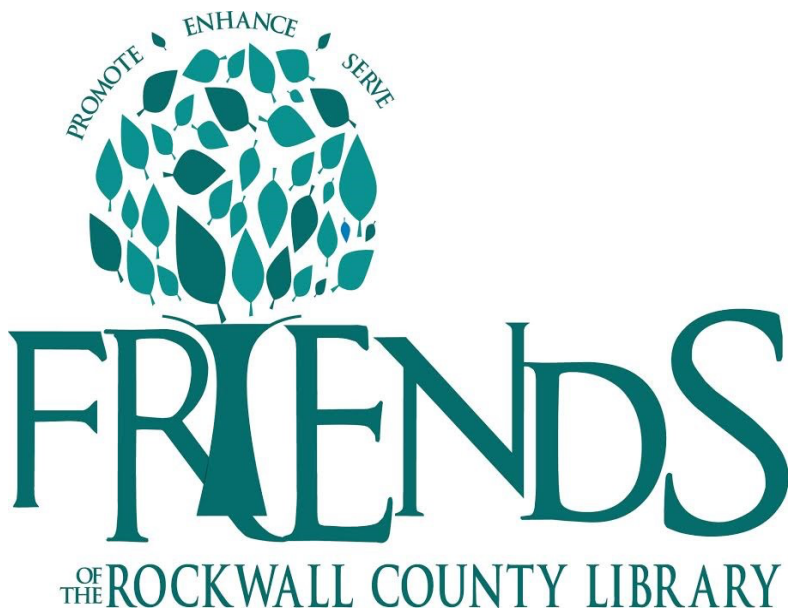




**2022-2023**

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## **ROCKWALL COUNTY LIBRARY**

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## **Friends of the Library Presidents**

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1973-74	Boots Tolan	1998-99	Lowell Moon
1974-75	Betty Bowen	1999-00	Marcia Gilbert
1975-76	Jean Gustafson	2000-01	Charlotte Norris
1976-77	Lenelle Bright	2001-02	Genell Lively
1977-78	Carmen Sittle	2002-03	Nancy Beatty
1978-79	Linda Hill	2003-04	Nell Wellborn
1979-80	Irene Carmichael	2004-05	Carolyn Duckworth
1980-81	Edie Barton	2005-06	Marvis Kisselburgh
1981-82	Harriet Robertson	2006-07	Sheri Fowler
1982-83	Carolyn Smith	2007-08	Sandi Miller
1983-84	Fran Bagley	2008-09	Leigh Plagens
1984-85	June Hillman	2009-10	Darlene Bealmear
1985-86	Lucille Bell	2010-11	Linda Garrett
1986-87	Barbara Coleson	2011-12	Kathleen Broze
1987-88	Jenet Jolly	2012-13	Kathy Melston
1988-89	Linda Edwards	2013-14	Beverly Stibbens
1999-90	Violet Sloan	2014-15	Debbie Daniels
1990-91	Claudette Hatfield	2015-16	Gloria Bishop
1991-92	Vernie Miller	2016-17	Karen Parks
1992-93	Barbara Allan	2017-18	Brenda Cross
1993-94	M. Joan Terry	2018-19	Lynette Coughlin
1994-95	Dottie Abernathy	2019-20	Nancy Barnett
1995-96	Gladys Skiles	2020-21	Madelyn Hill
1996-97	Jo Splawn	2021-22	Madelyn Hill



## *A Note from Our President M. Joan Terry*



Thank YOU for your membership in Friends of the Rockwall County Library! Membership support last year made it possible for Friends to present the Rockwall County Library and Reading for Adults a total of \$22,500!

It is indeed an honor to serve as President of Friends of the Rockwall County Library! It is also an honor to work with an absolutely outstanding Board and phenomenal group of Standing Committees! Friends Officers and Committees have an exciting year of entertainment, informative programs and fund raisers planned for 2022-2023!

General Meetings and Programs include:

- ~September, Ruth Sears, *Between Sun and Sod*
- ~October, Patricia Falvey, "It is never too late to start a Second Act"
- ~February, Dave Lieber, *Searching for Perot*
- ~April, Jill Beam, *Hooked*
- ~May, Dave Tanner, "Patriotic Songs"

Special Event Fund Raisers include:

- ~A Holiday Fashion Show in November
- ~The Annual Christmas Luncheon in December
- ~A Mother/Daughter/Granddaughter/Friend "Tea with Hats in March"

As you know, Friends of the Rockwall County Library is a group of volunteers dedicated to help make the Library the best that it can be. All fundraising activities benefit and enhance quality programs which significantly impact the Library position as an important and treasured part of life in Rockwall County. Membership is the key to success of the organization! Friends truly appreciate the participation of individuals, families and businesses in assuring a great year ahead.

Thank you for being a "Friend"!

*M. Joan Terry, Ph.D.*

## **Officers 2022-2023**

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

### **Board Meetings 2022-2023**

#### **Rockwall County Library**

Thursday, September 1, 2022

Thursday, October 6, 2022

Thursday, November 3, 2022

Thursday, December 1, 2022

Thursday, February 2, 2023

Thursday, March 2, 2023

Thursday, April 6, 2023

Thursday, May 4, 20

## **Standing Committees**

Book Alcove	Lynn Fate
Book Club	Gloria Daniels, Joan Wells
Business Membership	Darlene Reed, Glenda Denton, Jeanine Wittig
Celia Hays Award	Library Director and Staff
Christmas Luncheon	Nell Wellborn, Kathleen Broze, Pat Calhoun
Communication	Carrie Pickell (Website) Madelyn Hill (Newsletter)
Fundraising	Milly Cundy, Edie Zehr
Hartman Award	Jane Buie
Historian	Mary Vervalin
Hospitality	Jan Self, Pat Booth, Cindy Ramsey
Membership	Pat Calhoun, Carolyn Duckworth
Programs	Nancy Barnett, Jane Buie
Reservations	Jeanie Wheeler
Sunshine	Darlene Bealmear
Yearbook	Robyn Liane

## **Special Events 2022-2023**

### **Holiday Fashion Show**

Tuesday, November 15, 2022, 11:00 AM

Special Event – Fundraiser - \$30

Community Room, Rockwall County Library

Prepaid Reservations, <friendsrockwall.com>, PayPal

Info Edie Zehr, Email <txediez@aol.com> 972-310-0322

### **19<sup>th</sup> Annual Christmas Luncheon**

Tuesday, December 13, 11:00 AM

Special Event – Fundraiser – \$25

The Center at CityPlace, 108 East Washington, Rockwall 75087

Holiday Table Settings by Area Hostesses

Program: to be announced

Prepaid reservations, <friendsrockwall.com>, PayPal

Info Susan Egan, Email <segan0554@gmail.com>

972-771-8126

### **Mother/ Daughter/Granddaughter/Friend “Tea with Hats”**

Saturday, March 25, 2023, 11:00 AM

Special Event – Fundraiser - \$30.

The Center at CityPlace, 108 East Washington, Rockwall 75087

Prepaid Reservations, <friendsrockwall.com>, PayPal

Info Edie Zehr, Email <txediez@aol.com> 972-310-0322

Note: All Special Events are open to the community.

Prepaid Reservations are required (see each event for contact to make a reservation). Costs and locations may vary by event. Unless cancelled by deadline one week prior to the event, payment is required.

## **General Meetings 2022-2023**

### **Program: Ruth Sears September 13<sup>th</sup>, 2022**

Book Review, *Between Sun and Sod* by Willie Newbury Lewis: “A fascinating story of the Texas Panhandle during those years when the frontier was a boundless range of prairie and plain.”

### **Program: Patricia Falvey October 11<sup>th</sup>, 2022**

Author of four critically acclaimed historical novels, Patricia will tell us about her journey to become an author. She immigrated to the USA from Ireland, successfully entered the corporate world and then decided "*It is never too late to start a Second Act.*"

### **Program: Dave Lieber February 14<sup>th</sup>, 2023**

Dave Lieber: Motivational Speaker, Entertainer, Author, and Storyteller! He will give us excerpts from his latest book, *Searching for Perot*, in the captivating way that only Dave can.

### **Program: Jill Beam April 11<sup>th</sup>, 2023**

Laugh with Jill as she reviews the book *Hooked*, written by 2-time Tony Award-winner and Broadway Actress, Sutton Foster.

### **Program: Dave Tanner May 9<sup>th</sup>, 2023**

Dave Tanner presents “America’s treasury of heart-stirring patriotic songs!” Dave will tell us the courageous, humorous, and incredible stories behind their “composing.”

Note: All General Meetings and are open to the community and require reservations. A \$20 reservation includes meeting, program, and lunch. A \$5.00 reservation includes meeting and program only, for a maximum of ten persons. Prepaid Reservations:  
<friendsrockwall.com> PayPal Info Jeanie Wheeler,  
<sunny42@mail.com> 214-789-7184.

## **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 six times a year - September, October, December, 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.

## Hartman Award

The Hartman Award was started 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.

1980	Shirley Williams	2002	Ruth Peck
1981	Andrew Lowe	2003	Marcia Gilbert
1982	Irene Carmichael	2004	Leigh Plagens
1983	Bill & Tucker Holy	2005	Nell Wellborn
1984	Celia Hayes	2006	Jim Baird
1985	Edie Barton	2007	Karen Hall & Marvis Kisselburg
1986	Claudette Johnson	2008	Nancy Rothacker
1987	Barbara Hill	2009	Phylis Pierce
1988	June Hillman	2010	Pat Calhoun
1989	Stephanie Galanides	2011	Carolyn Duckworth
1990	Vernie Miller	2012	Mary Hanrahan
1991	Ann Kenney	2013	Darlene Bealmear
1992	Claudette Hatfield	2014	Kathleen Broze
1993	Barbara Coleson	2015	Kathy Melston
1994	Violet Sloan	2016	Susan Egan
1995	Regina Ploch	2017	Debbie Daniels
1996	Barbara Allan	2018	Jan Pearman
1997	Gladys Skiles	2019	Holly Mapel
1998	Kaaren Mahoney	2020	Karen Frederick
1999	Jo Splawn	2021	Nancy Barnett
2000	Patricia Marshall	2022	Jane Buie
2001	George&Toni Humes		

## **Celia Hays Volunteer Award**

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

### **Celia Hays Volunteer Award Recipients**

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

## **The Giving Tree**

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



## **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 South 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 and build a 52,000-square-foot Library. The new facility opened on 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 a Bachelor of Arts degree 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**

- Precinct 1: Janice Carson, Sarah Lawson
- Precinct 2: Margaret Davidson, Richard Krause
- Precinct 3: Lynn Fate, Beth McCrackin
- Precinct 4: Heather Buegeler, Lorne Megyesi,
- At Large: Carla Bosteder

## **Adult Literacy Program**

The Adult Literacy Program Library 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 Tuesday and Thursday 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, at 972-204-7705.

## **Book Alcove**

Friends offers a selection of used books, magazines, etc. Selections are donated to the Book Alcove by loyal supporters. The Book Alcove is located on the first floor between the checkout desk and café, and is maintained by volunteers. Shop the Alcove and place your anonymous donation in the Friends of the Library container located on the check-out desk.

## **The Book Discussion Group**

The Book Discussion Group meets at the Rockwall County Library on the third Monday of each month at 9:00 AM. 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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*A library is not a luxury but one of the necessities of life. ~Henry Ward Beecher*

*The richest person in the world - in fact all the riches in the world - couldn't provide you with anything like the endless, incredible loot available at your local library. ~Malcolm Forbes*

*The man who does not read good books has no advantage over the man who can't read them. ~Mark Twain*

*I cannot live without books. ~Thomas Jefferson, in a letter to John Adams, June 1815*

*Without libraries what have we? We have not past and no future. ~Ray Bradbury*

*I did what I always do when I am in a strange place, in dreadful circumstances, without an idea in the world of what to do next. I went to the library. ~Mary Kittredge*

*Read the best books first, or you may not have a chance to read them at all. ~Henry David Thoreau*

*There's nothing to match curling up with a good book when there's a repair job to be done around the house. ~Joe Ryan*

*If we encounter a man of great intellect, we should ask him what books he reads. ~Ralph Waldo Emerson*

*A great library contains the diary of the human race. ~George Mercer Dawson*



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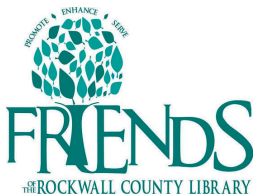
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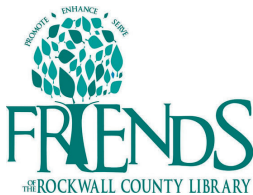
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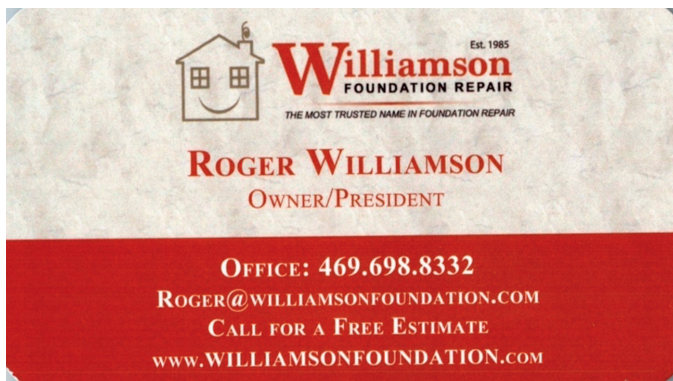
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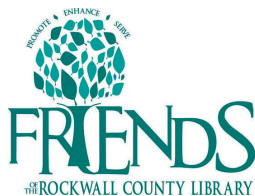
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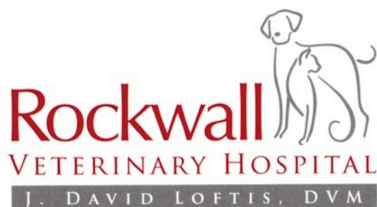
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# **FRIENDS OF THE ROCKWALL COUNTY LIBRARY BYLAWS**

## **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.

## **ARTICLE IV – MEETINGS**

- A. General Meetings will be held the second Tuesday in September, October, February, April and May. Business may be conducted at any General Meeting.
- B. Special Meetings may be called by the President or five members of the Board.
- C. Officers will be elected at the February meeting.
- D. The May Meeting will be the Annual Meeting at which new officers will be installed.
- E. Twenty members attending a properly called meeting will constitute a quorum.
- F. The Board and all committees are authorized to meet by electronic communication so long as all members are notified. The President will initiate such communications and notify members of the outcome.

## **ARTICLE V - OFFICERS AND BOARD**

- A. The elected officers of this organization are: President, President-Elect, First Vice-President for Programs, Second Vice-President for Fundraising, Third Vice-President for Membership, Fourth Vice-President for Business Membership, Fifth Vice-President for Communication, Secretary, and Treasurer. The Parliamentarian is an appointed officer. All offices except President, President-Elect, Treasurer and Parliamentarian may be held by two persons, each having equal status. The term of office will be one year.
- B. The officers and the Past President will constitute the Board and will manage the business of the organization in the intervals between meetings. Insofar as possible, officers will attend all Friends' meetings.
- C. The Board will meet at least four times a year. The President or five members of the Board may call Special Board Meetings.
- D. A simple majority of members of the Board will constitute a quorum.
- E. Any member of the Board may be removed with or without cause by a two-thirds vote of the Board.

## **ARTICLE VI - ELECTION OF OFFICERS**

- A. The Board will elect a five-member Nominating Committee at least three months prior to the February Meeting. This committee will be composed of three members from the general membership, a member of the Board, and the President-Elect who will be chair.
- B. The Nominating Committee will present the proposed slate of officers to the Board at least two months in advance of the February Meeting.

All nominees must be members of Friends at the time of nomination. The Board may approve as submitted or may amend the proposed slate.

- C. The slate of officers approved by the Board will be published and circulated to the general membership at least three weeks in advance of the February Meeting. During the election, this slate of officers will be placed before the members and the meeting will be opened to nominations from the floor.
- D. Officers will be elected at the February Meeting, installed at the Annual Meeting in May, and will assume the responsibilities of office immediately upon the close of the Annual Meeting.

## **ARTICLE VII - DUTIES OF OFFICERS**

### **A. President**

- 1. The President will be Chair of the Board and preside at all meetings of Friends.
- 2. The President will be an ex-officio member of all committees except the Nominating Committee and the Internal Financial Review Committee. The President or a Board member designated by the President will represent Friends at all meetings of the Rockwall County Library Advisory Board and will keep the Board informed of its actions.
- 3. The President will appoint all Standing Committees. In the event of the resignation of any officer other than the President-Elect, the President, with the approval of the Board, will appoint a replacement.
- 4. At the end of the year the President will prepare an annual report, which will be available to the members.

### **B. President-Elect**

- 1. The President-Elect will be familiar with all details of the organization. In the temporary absence of the President, the President-Elect will preside and assume all authority and responsibility of the President. The President-Elect will serve as the chair of the Nominating Committee.
- 2. Upon resignation or removal of the President from that office, the President-Elect will become President and hold office the remainder of the term. If the President-Elect assumes the Presidency they will have the option of serving as President for the following year or having another President elected at the general meeting in May.
- 3. If a vacancy in the office of President-Elect occurs, the most recent Nominating Committee will be convened. As the President-Elect chairs the Nominating Committee and that office is currently vacant, the President will appoint one of the remaining four members to chair the committee and appoint one additional

- member from the board to complete the five-member Nominating Committee. The committee will submit a nominee for President-Elect to be elected at the next meeting after the vacancy occurs.
- C. First Vice-President for Programs: In charge of scheduling and presenting programs and making arrangements for locations and food for all meetings.
  - D. Second Vice-President for Fundraising: Responsible for all special fundraising events and will present the necessary fundraising financial reports at Board Meetings.
  - 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, 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 May meeting 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
Supporter: Individual or family	\$50.00
Patron: Individual or family	\$100.00
Sponsor: Individual or family	\$250.00
Partner: Individual or family	\$350.00
Benefactor: Individual or family	\$500.00

#### 2. Business membership

Patron	\$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.
Partner	\$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 and 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.

4. The Secretary will maintain the approved, signed and dated minutes in a binder. At the May meeting 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 e-mails 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.

This 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. 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: This 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(s) 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, 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 Award 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 this 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 First 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. Communications - names and email 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 applications left at the library.
  - 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 failed 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 pay.
15. Sunshine: In the event of the death of a member or spouse of a member, this chair will notify the 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. Obtaining galley proof from the printer to double check margins pagination and other elements.

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

#### **IV. 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.

#### **V. 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

# *Notes*