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# POLICIES AND PROCEDURES

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Approved by the Board of Directors May 2017

Approved by Membership June 2017

\*Amended April 2019

650 MAIN ST, EDMONDS, WA 98020

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**BOARD OF DIRECTORS**

President

Immediate Past President

Vice President – Membership

Vice President – Programs

Recording Secretary

Treasurer

Budget and Finance

Director

Director

Director

**STANDING COMMITTEES**

Annual Book Sale

Budget and Finance

Friendship and Hospitality

Nominating

Program

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## FEL CALENDAR

The following calendar is a compilation of dates from the By-Laws and this Manual.

<b>January</b>	2nd Thursday 4th Thursday	Board Meeting Membership meeting
<b>February</b>	2nd Thursday 4th Thursday	Board Meeting Membership Meeting Presentation of Audit Committee report
<b>March</b>	2nd Thursday 4th Thursday	Board Meeting Membership Meeting
<b>April</b>	2nd Thursday 4th Thursday	Board Meeting Membership Meeting
<b>May</b>	2nd Thursday 4th Thursday	Board Meeting Membership Meeting Treasurer files IRS forms
<b>June</b>	2nd Thursday  4th Thursday	Board Meeting Nominating committee chair appointed Membership Meeting Scholarship Award
<b>July</b>	No meetings	Treasurer files Washington State form on nonprofit status
<b>August</b>	No meetings	
<b>September</b>	2nd Thursday  4th Thursday	Board Meeting Initial Annual Budget submission Membership Meeting
<b>October</b>	2nd Thursday  4th Thursday	Board Meeting Board Budget approval Nominating committee presents slate of proposed officers Membership Meeting Board-approved budget review
		Friday following meeting - set up for Annual Book Sale/Membership Sale Saturday following meeting – Public Annual Book Sale
<b>November</b>	2nd Thursday	Board Meeting

3rd Thursday      Annual Business Meeting  
Election of Officers by membership  
Approval of budget by membership

**December**    No meetings

## **PREFACE**

The Friends of the Edmonds Library, or FEL, was organized and incorporated by 15 founding members as a nonprofit association (the Association) in March 1979.

The primary purpose of FEL is to support the Edmonds Public Library (EPL), which is part of the Sno-Isle Regional Library System. Prior to 1971, the library was known as the City of Edmonds Library; and the City was entirely responsible for all funding and staffing. In 1971, the City of Edmonds contracted with the Sno-Isle Regional Library System to operate the library, including all staffing and personnel functions, as well as providing the books, materials, equipment, and support services needed by the staff. In 2001, Edmonds residents voted to annex the library to the Sno-Isle Regional Library System.

FEL furnishes financial support to the Library in response to specific requests from the EPL Librarian that neither the City nor the Sno-Isle System elects to provide.

**Nonprofit Status:** The Friends of the Edmonds Library enjoys all of the powers authorized by the Revised Code of the State of Washington, 501(C)(3), for the tax-exempt purposes as specified in the Washington Nonprofit Corporation Act, as stated in the Articles of Incorporation of the Friends of the Edmonds Library. The initial filing was 1979 and refiled in 1995; the FEL nonprofit tax exemption number is 601 326 372.

### **About the FEL Manual**

The original FEL Manual was adopted by the board at its November, 1996 meeting. The Manual was compiled as a source of information on policies, procedures, and general operations for use by officers, other board members, and committees. The information came from several sources, including:

Bylaws - For clarity, some provisions of the Bylaws are repeated in the Manual; they are identified as such so future boards will know that they cannot be changed without amending the Bylaws.

Minutes of board and membership meetings - items listed in Part IV: Policies were approved by the board or the membership, respectively.

## **General Procedures**

All projects and activities undertaken in the name of the Association must have prior approval of the Board.

The Association welcomes donations from members and non-members. The donor may designate donations for a particular use, provided it is compatible with the purposes for which the Association is incorporated (see By-Laws, Article II). All other donations will be considered to be unrestricted.

For donations designated for the purchase of books, the books can be selected in consultation with the appropriate Librarian and must be purchased and processed through the Sno-Isle Regional Library System.

### **I. Membership**

#### **A. Dues**

The amount of membership dues is set as part of the annual budget (By-Laws, VII, 5). The Membership Committee recommends any changes in the dues structure to the Budget and Finance Committee before the budget is prepared.

Members are in good standing if they have paid the current year's dues. Members who have not paid their dues by the November membership meeting each year are delinquent (Bylaws, XI, 1). The Membership Committee informs delinquent members by e-mail before removing their names from the membership mailing list.

The current dues structure is:

Individual Member	\$10.00
Family	\$15.00
Business Sponsor	\$100.00

New members who join after September 1 are considered paid up through the following year.

#### **B. Membership Meetings**

Membership meetings are generally held in the Plaza Room at the library the fourth Thursday of each month January through June, September, and October (Bylaws, V, 1). As stated in the By-Laws, exact hours of the meetings will be determined by the Board. Meetings may include a social time, program, and business meeting

The Annual Business Meeting is held on the third Thursday of November. Items of business addressed at the annual meeting include, but are not limited to, the following:

Election of officers  
Approval of the annual budget  
Report on the Annual Book Sale

## **II. Board of Directors**

### **A. Meetings**

The Board of Directors normally meets in the library conference room on the second Thursday of the month, at a time communicated by the President. If that date is a holiday, the meeting is held the first Thursday.

### **B. Duties and Responsibilities of Board Members**

#### **1. President**

Presides at monthly meetings of the Board and at all membership meetings;  
Prepares an agenda for each meeting;  
Appoints all standing committee chairs with advice and guidance from other Board members and approval of the Board;  
Appoints chairs of ad hoc committees and assigns ideas/proposals for study;  
Works with other officers to promote the Association's activities;  
Encourages reports from committee chairs at Board meetings and follows up on their activities;  
Reserves the Plaza Room for dates of general meetings, the conference room for Board meetings, the Anderson Center gym for the Book Sale, and other rooms as needed for special events;  
Presents an annual report to the Edmonds City Council on FEL contributions to the Library and other activities;  
Maintains and updates the Policy and Procedures Manual.

#### **2. Vice-President - Program**

Serves as chair of the Program Committee and is responsible for planning programs for the regular membership meetings;  
Participates in Board meetings;  
Works with other officers to promote the Association's activities;  
Presides at Board and membership meetings in the absence of the President.

#### **3. Vice-President - Membership**

Serves as chair of the Membership Committee;  
Maintains mail and e-mail address lists of all members;  
Works with other officers to promote the Association's activities;  
Participates in Board meetings;  
Serves on the Nominating Committee  
Welcomes new members.

4. **Recording Secretary**

Prepares and records the minutes of all meetings of the Board and general membership meetings;  
Works with other officers to promote the Association's activities;  
Maintains an electronic database of agendas and approved minutes of Board and general meetings.

5. **Budget and Finance Chair**

Serves as chair of the Budget and Finance Committee;  
Presents the Board-approved Annual Budget at the Annual Business Meeting;  
Serves on the Audit Committee;  
Participates in Board meetings.

6. **Treasurer**

Oversees receipt and deposit of monies from membership dues, book sales, and other sources of income\*;  
Pays bills and reimburses members for authorized expenses, arranging a second signature when required;  
Records all financial transactions of the Association;  
Prepares monthly income, expense and balance sheet statements;  
Reports on finances to the Board and makes financial reports to the membership at the January, May, September, and November general meetings and at other meetings as deemed appropriate by the Board;  
All such financial statements are to be prepared in accordance with generally accepted accounting procedures.  
Serves as a member, but not chair, of the Budget and Finance Committee, in preparation of the annual budget (Bylaws VII,5);  
Makes Treasurer's books and records available for the annual review by the Audit Committee (By-Laws VII, 6);  
Files annual report forms (3) and fee with the Secretary of State of Washington to renew nonprofit status;  
Files annual Washington State Charities Registration Form with fee;  
Files annual tax forms to Internal Revenue Service (IRS).

*\* Regarding memorials and gifts, the Treasurer will deposit the donation and, if there is no card/letter accompanying the donation, the Treasurer will provide donor information to the Board. The Board is responsible for writing any acknowledgments of donations to FEL and notifications to the family of memorial gifts. Donations in kind to the Association (e.g., books for the book sale), and memorial or other gifts, must be acknowledged with an appropriate receipt from the Treasurer (or his or her designate) if requested by the donor.*



**7. Immediate Past President**

Participates in Board meetings and advises the President as requested;  
Serves as committee chair or handles special assignments as requested.

**8. Directors at Large**

Up to three (3) directors are appointed to serve as committee chairs or to handle special assignments as requested;  
Participates in Board meetings.

**III. Committees**

**A. Standing Committees**

For each standing committee other than the Nominating and Budget and Finance committees, chairs are appointed by the President with the approval of the Board (By-Laws, VI, 1). The term of office for each appointment is one calendar year to coincide with the terms of members of the Board of Directors.

Chairs of standing committees may select as many committee members as they need and should keep the President and Board informed of who is serving on the committee.

Committee chairs are responsible for monitoring committee expenses within budget limitation; in August committee chairs submit their budget requests for the following year to the Budget and Finance Committee.

Committee chairs are expected to prepare a brief written annual report on the committee's activities and accomplishments to be submitted to the Board before its February meeting.

**1. Book Sales**

- a. Annual. This committee is responsible for, and has the authority to carry out, all activities relating to planning and conducting the Annual Book Sale. Traditionally it has been held in the Frances Anderson Center gym on the fourth or last Saturday of October.

The committee chair, or co-chairs, coordinates the work of the committee and works closely with the publicity committee chair. Detailed operating manuals prepared by preceding committee chairs provide guidance for the committee's work and are kept by the committee chair.

The committee chair recruits and supervises cashiers for the annual book sale and coordinates with the Treasurer to assure that funds are collected and deposited. Only Association members may assist with setting up for the book sale. Book dealers or book scouts,

whether or not they are FEL members, will not be permitted to assist with setting up for the annual book sale. FEL members are permitted to purchase books before the sale is open to the public.

The committee, with help as needed, is responsible for news releases, pictures, flyers, street banners, bookmarks, and signs related to the sale.

The Book Sale Committee also has responsibility for maintaining the book sorting room. This area is used to store and sort books donated to the annual sale; it may also be used for storage of the supplies, street banners, and sandwich board signs. Work in the sorting room is assigned by committee chairs, who have keys to the room.

- b. Ongoing. This committee is responsible for maintaining the book shelves kept inside the library year round. The ongoing sale is a significant source of funding for FEL. The committee selects fiction, non-fiction, children's books, DVDs and videos, audio books, CDs, and magazines for sale to the public. The committee primarily gets books from the sorting room, the book donation barrel, and withdrawn books from Sno-Isle Libraries.

## **2. Budget and Finance**

This committee prepares the annual budget for submission to the membership at the November business meeting, coordinates with the Treasurer, and makes recommendations to the Board as appropriate. The committee is composed of the Budget Chair, the Treasurer, and at least two other members appointed by the Budget Chair with the approval of the Board.

The preparation of the annual budget begins with the committee chairs submitting their requests and the Managing Librarian submitting a proposal to the committee in August. The committee may request a meeting with the librarian and any committee chairs for discussion of their requests.

The committee submits a preliminary budget to the Board for discussion at the September Board meeting. The Board-approved budget is presented at the October membership meeting and is voted on by the membership at the November business meeting.

Once the budget has been approved, any changes in the items or amounts must be submitted to the Budget and Finance Committee for approval by the Board.

**3. Hospitality**

This committee is responsible for planning and serving refreshments for all scheduled membership meetings. The committee may be asked to handle refreshments at other events as authorized by the Board. All FEL members are urged to assist the committee in setting up and straightening up after meetings or other events.

The committee has responsibility for maintaining the equipment and supplies in the FEL cupboards in the kitchen off the Plaza Room.

**4. Membership**

This committee is responsible for all matters of recruiting new members, accounting for membership dues, and informing members of FEL activities.

The committee processes new member applications, supplies name tags for new members, and welcomes them to their first meeting.

It is responsible for collecting dues and remitting them to the Treasurer, for maintaining accurate records of membership lists and dues payments, for notifying delinquent members, and for recommending to the Budget and Finance Committee any changes in the dues structure.

It is responsible for preparing membership application brochures and maintaining a membership database, including email addresses whenever possible.

The committee may initiate new activities for members; such activities must be approved by the Board before being announced to the membership.

**5. Program**

This committee is responsible, in coordination with the Board of Directors, for planning the programs and for arranging speakers at all regularly-scheduled monthly membership meetings.

The VP of Programs is elected to the office in November along with the other elected Board officials and acts as committee chair. The committee chair provides information about each month's program to the Board for communication purposes. The chair arranges for appropriate introductions of speakers.

**6. Scholarship and Community Educational Grants**

This committee is responsible for coordinating the FEL scholarship program with the University of Washington School of Library and Information Sciences (UW iSchool), as well as identifying and providing educational grants to eligible organizations serving the Edmonds community.

The amounts available for scholarship and educational grants shall be determined by the Board as part of the annual budget process.

- **Scholarship**

After the budget is approved, the committee informs the UW iSchool of the scholarship amount.

The committee is responsible for acknowledging any additional donation that may be made to FEL specifically for the FEL scholarship.

Minimum recommended requirements to be eligible for the FEL scholarship are:

1. Must be a returning student;
2. Student must be a Washington resident;
3. Student must have a focus on, or interest in public librarianship.

These requirements may be re-evaluated by the committee as needed.

The UW iSchool will inform the committee of an identified recipient upon conclusion of their review process. The committee will then advise the FEL Treasurer to fund the scholarship award.

- **Community Educational Grants**

Eligible organizations may include schools and non-profits providing educational programs, including but not limited to adult education, back-to-school programs, school library support, family and youth literacy.

Grants can be given to purchase books, equipment, supplies, or materials, or other relevant purposes at the committee's discretion. Eligible programs can be expanding existing educational programs or implementing new ones.

The committee will review potential recipients, and select programs and recommended amounts to be presented to FEL Board for approval.

Following FEL Board approval, the committee chair requests the FEL Treasurer fund the grant(s).

## **B. Nominating Committee**

This committee selects and nominates candidates, with their consent, for the offices to be elected at the Annual Business Meeting in November (By-Laws, IX).

The committee also serves in an advisory capacity to the President and the Board in making recommendations for members to serve as committee chairs and for filling Board vacancies that occur during the year.

### **C. Ad Hoc Committees**

Ad Hoc committees are special committees assigned to undertake a specific short-term activity or to handle all arrangements for a specific event or project. Each committee is chaired by a member appointed by the President and approved by the Board (By-Laws, VI, 2). The chair selects additional members of the committee as needed.

The tenure of special committees automatically terminates when the committee has completed its assignment, or at the end of the calendar year (By-Laws, VI, 2).

Ad hoc committees may include the following:

1. **By-Laws, Policies and Procedures Review** (By-Laws, XV, 3)
2. **Audit Committee** (By-Laws, VII, 6)
3. **Special Events**  
This committee is responsible for planning activities around special events such as visiting authors, the Annual Poster contest, and other events for the Library as requested and approved by the Board.

### **IV. Liaisons**

Liaisons are appointed by the President with approval of the Board as needed.

### **V. Operating Information**

#### **A. FEL Closet**

A locked closet in the library conference room holds filing cabinets with the Association's past records and archives, extra supplies for the hospitality committee, cash boxes and other items for the book sale, and office supplies. The key for the closet is kept in the drawer at the library checkout desk.

#### **B. File Cabinet**

The file cabinet is located in the Friends' Ongoing Sale area of the library. The unlocked drawer may be used by library staff as a place to put FEL mail and by officers, committee chairs, and FEL members to leave messages.

The locked drawer is used for monies, checks, and bills.

Keys to the file cabinet are available to Board members and committee chairs as needed.

**C. Library Conference Room**

The library conference room may be used for committee meetings and other FEL business. To reserve the room, check its availability with the librarian in charge (either by phone or in person at the checkout desk). Leave the name and telephone number of contact person in case of last-minute change.

**D. Plaza Room**

The Plaza Room on the upper floor of the library building is used for the regular monthly membership meetings. Reservations for the Plaza Room for the regular meetings are made by the President a year ahead.

To reserve the Plaza Room for Board-approved FEL events, verify with the Anderson Center receptionist, who will check the reservation book to assure the date desired is available.

Keys to the Plaza Room, the elevator, and the kitchen are kept by the Hospitality Committee chair and by the Anderson Center.

The kitchen off the Plaza Room has two locked cupboards for FEL supplies, which are the responsibility of the Hospitality Committee. The chair of the committee has the combination for the locks on the cupboards.

**E. Anderson Center**

Reservation of the Anderson Center gym, Room 206, and a money-counting room for the annual book sale is made a year ahead by the President.