



Salem-South Lyon District Library

Friends of the Library

ANNUAL REPORT

F/Y 2015-2016

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Introduction

The following is the Salem-South Lyon District Library Friends annual report beginning September 2015, ending August 2016. The Friends of the Library is a non stock, not for profit 501 (c) (3) corporation (incorporated in 1962) whose purpose is to support and advocate the Salem-South Lyon District Library. The Friends Board consists of seven (7) membership elected members, with officers including President, Vice President, Secretary, and Treasurer. The Friends Board is bound by its Bylaws, and meets at a minimum of six times a year in accordance with its Bylaws. Our mission is to establish and maintain financial and volunteer resources in support of the Salem-South Lyon District Library.



Friends Board Members

Front Row (Left to Right) Karen Weber, Jean Schneider, Jeanette Benson, Top Row (Left to Right) Agnes Bongero, Janet Kaiser, Rachael Perry, Joe Kofta

- **Jean Schneider** President
- **Janet Kaiser** Vice President
- **Rachael Perry** Secretary
- **Joe Kofta** Treasurer
- **Agnes Bongero** Trustee
- **Jeanette Benson** Trustee
- **Karen Weber** Trustee

Presidents Report

The Friends continue to provide amazing contributions to the library. This year we have donated \$11,061.81 to the library. The Friends also have more than 44 volunteers manning the book room and the library gardens. We also represent the library at community events such as local events (parades, Farmers' markets etc.) and the Chamber of Commerce

This year, in addition to the fidelity bond for our Board members for Crime Coverage the Board also obtained a Business Owners Liability Policy.

An internal Audit of our Finances was performed for the fiscal year September 1, 2014 through August 31, 2015. Also we purchased Quicken Deluxe 2016 for our Financial System.

An account was set up with Amazon in mid-November and the book room initiated in house on-line sales which has proved very successful.

We have changed our procedure for contributing gifts to the library. Previously the library submitted funding requests at every meeting. Instead the Board will now commit 50% of the balance of our uncommitted funds at the end of February to be payable the following fiscal year and also commit funds for a large gift expenditure that accrues if not used.

Board meetings are scheduled the second Thursday every other month in September, November, January, March, May and July at 7:00PM. The public is invited to attend.

Membership in the SSLDL Friends runs from January 1st to December 31st. Information for joining or renewing membership is on the Salem-South Lyon Library website along with the proper forms.

Like us on Facebook: <https://www.facebook.com/ssldlfriends>

Rachael Perry Showerman was honored at the volunteer appreciation luncheon.

Contributions to the Library

11/16/15: \$4,400.00

\$3,600 – toward the library Annual Appeal letter (this helped the library raise \$18,432.00)

- \$500 – toward the Family event “Winter Extravaganza”
Our largest event of the year, the Winter Extravaganza, took place on Monday, December 12, 2015. Over 300 people attended the event and there was plenty for everyone to do: Santa, elves, a reindeer, hot chocolate bar, lighted walk in the woods, tuba players playing Christmas songs, and a photo opportunity with Elsa & Anna.
- \$300 – toward prizes for Book’ n Trilogy Final race
The final Book’ n Trilogy took place on Saturday, May 21, 2016. We had 274 5K participants and 37 Storytime Challenge participants. The event was a huge success thanks to our volunteers, sponsors, and participants.

3/11/16: \$6,111.81

- \$2,500 Youth Department
 - > \$1,700 Summer Reading prizes and incentives
 - > \$300 Book’ n Trilogy
 - > \$500 Winter Extravaganza 2016
- \$500 Adult Department – Summer Reading – programs, prizes, and incentives
- \$3,111 – toward the library Summer newsletter mailed to all residents

The Library Gardens

30 Volunteers tend the gardens around the Library, each gardening a specific plot. Gardens include annuals, perennials, bulbs, wildflowers, birdhouses, small water features and statuary. Gardeners worked a total of 545 hours during the last Gardening season. Patrons often comment on how lovely the gardens are.



Book Shoppe and Book Sales

Book Shoppe sales remained steady over the year. The unaudited figures are as follows:

Book Shoppe Sales – \$17,373.77

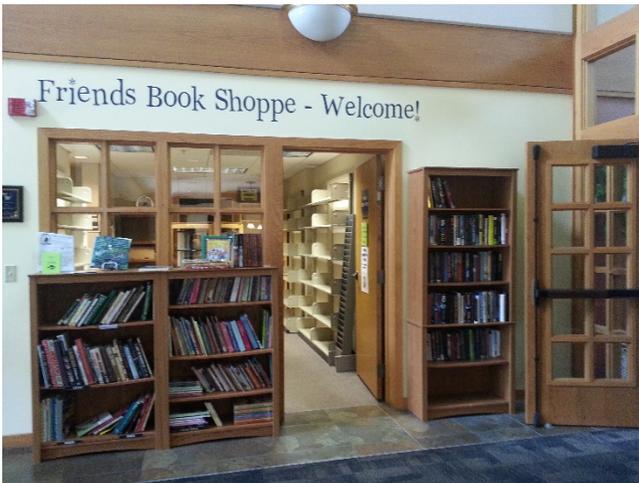
Online Sales - \$3,826.52

Online selling through Amazon Fulfillment was initiated in November, 2016. This has increased overall book sales by around \$4000 per year.

14 volunteers worked a total of 1950 hours over the past year. Books are donated by community members as well as discarded by the library.

A large August Book Sale is held the third week of August. Monthly half off sales and holiday sales also bring in revenue and help to clear excess inventory.

Remaining books are donated to charities or recycled.



Membership

The year is ending with 100 members. Throughout the year, membership is encouraged with brochures available near the Friends Book Shoppe, information on the Library's website and in newsletters, and personal invitations at public events, such as, the book sales and South Lyon Farm Market.

Budget/Revenues/Expenses

Electronic Accounting

Two software packages were evaluated: QuickBooks Online and Quicken Deluxe 2016. Based on this evaluation, Quicken Deluxe 2016 was selected as the software best-suited to handle our cash-basis accounting needs. All expense and revenue transactions from September 1, 2014 were added. The transactions through August 31, 2015 matched the audited manual records. A similar effort for 2015/2016 FY transactions, and will give us a basis for electronic accounting going forward.

Annual Budget

The SSLDL fiscal year is July 1-June 30. For budgeting purposes, the Library's Director asked us to address the timing of gift funding so our annual gift could be budgeted by Library. Accordingly, the Friends Board agreed to change the operational/advocacy gift computation from the end of May to the end of February beginning with the Friends 2015/2016 FY. Based on a fund balance of \$10,000 at the end of February, 2016, the Friends committed a \$5000 gift to the library for the operational/advocacy gift to be gifted to the Library on 9/30/2016.

Fund Balance (8/31/016)

Revenue: \$27,111.92

Expenses: \$17,078.14

Balance \$27,810.59 which includes a carry-over large gift commitment of \$6,380.15 and our \$10.25 savings account.

(unaudited)

Friends of the Salem-South Lyon District Library
Annual Budget

Fiscal year September 1, 2015 to August 31, 2016

	Approved Budget 2015-2016
Revenues	
Book Sales- taxable	18500.00
Book Sales- nontaxable	1000.00
Donations	0.00
Friends Club	450.00
Fund Raisers	3200.00
Membership Dues	800.00
Miscellaneous	0.00
Total Revenues	23950.00
Expenses	
Administrative	850.00
Book Room	1000.00
Book Room Tax (6% of Book Sales)	1110.00
Contingency	1000.00
Fundraising	2000.00
Garden	4500.00
(Sept.) Gift to Library from Friends Club	450.00
(Dec.) Gift to Library- Advocacy	4400.00
(Mar.) Gift to Library (operational)- 50% of uncommitted fund bal. on May 31, 2015	6111.81
Library Large Gift Fund- Carry Over from prior year(s)	2380.15
Increase in large gift fund	4000.00
Meetings	250.00
Membership	400.00
Total Expenses	27601.96
Fund Balance	
Balance (May 31, 2015)	12223.62
Start Balance (Sept. 1, 2015)	15394.64
End Balance (Aug. 31, 2016)	17272.83
Committed Large Gift (Aug. 31, 2016)	6380.15

Income/Expense Summary FY 2015/2016

9/1/2015 through 8/31/2016

9/21/2016

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Category	9/1/2015- 8/31/2016
INCOME	
Book Sales	21,175.29
Cash Donation	2,115.02
Friends Club	550.00
Fundraisers	2,262.51
Interest Inc	4.10
Membership Dues	1,005.00
TOTAL INCOME	27,111.92
EXPENSES	
Administration	832.74
Book Room	117.76
Contingency	266.24
Friends Club Gift to SSLDL	550.00
Fundraising	1,128.69
Garden	2,293.53
Gifts	10,511.81
Meetings	101.20
Membership	138.36
Sales Tax	1,137.81
TOTAL EXPENSES	17,078.14
OVERALL TOTAL	10,033.78

SSLDL Board Committees:

Fund Raising

In cooperation with the Fundraising/Advocacy Committee, a very successful euchre event was planned and held. The event resulted in \$2262.51 revenue with \$968.69 expenses, netting \$1294.82. A second event was attempted, but low ticket sales resulted in us canceling the event.

Long Range Planning Committee

Karen represents the Friends on the Long Range Planning Committee. During 2014/2015 FY, the Long Range Planning Committee was tasked with recommending a 5-year strategic plan to the Library's Board of Trustees. The Committee's efforts continued into 2015/2016FY. A consultant facilitated our recommendations for programming, facility changes, and technology. These were approved by the Library's Board of Trustees and are in the process of being implemented

Facility Committee

Agnes and Karen sit on the Facility Committee. During 2014/2015 FY, the Facility Committee was tasked with facility recommendations to the Library's Board of Trustees after the successful millage. Our recommendations for facility changes and upgrades continue to be in the process of being implemented. No additional effort was required.

Friends Club

It was a tremendous year of service for our awesome youth volunteers! About 35 kids and their families pitched in to make an impact in so many important ways this summer. We provided books and helped prepare and serve food for the Summer Lunch Program out of the First United Methodist Church; we raised more than \$1,200 for the youth department of the library; and perhaps most incredible was, with the help of the very talented Larry Ritchie of Conquest Construction, we designed, planned, built and opened a Little Free Library in McHattie Park. The work that these amazing kids accomplished will have a true lasting impact for their library and in their community for years to come. We are incredibly proud and grateful for their service!



Bylaws

Friends of the Salem-South Lyon District Library Constitution and Bylaws

Article I ORGANIZATION NAME

The name of this organization shall be *Friends of the Salem-South Lyon District Library, Inc.*

Article II PURPOSE

Section 1

This organization shall be a Corporation, with the following purposes:

1. To maintain an association of persons interested in supporting and advocating for the Salem-South Lyon District Library, its collections, services, facilities and needs.
2. To raise money through book sales and other means for the benefit of the Library.
3. To sponsor programs and public outreach projects to strengthen community ties to the Library.

Section 2

This Corporation is a non-stock, non-profit 501(c) 3 Corporation.

Article III MEMBERSHIP AND DUES

Section 1

Any individual, organization, business or industry interested in the objectives of this Corporation may become a member upon payment of annual dues in one of the following categories, which constitute the type of membership:

1. Friend: Standard membership for an individual.
2. Senior: A member that is a minimum of 62 years of age.
3. Patron: Elevated level of support for the Library, requiring raised membership dues.
4. Family: Household membership with multiple related members.

Additional categories may be created by the Board.

Section 2

Each adult member present has one vote at all General Membership meetings concerning election of directors, approval of annual budget and revisions of bylaws.

Section 3

All membership renewal dues are payable each year in the member's anniversary month.

Article IV
BOARD OF DIRECTORS

Section 1

General management of the Corporation shall be vested in a Board of Directors. General management is defined as the Corporation's routine business with the exception of approval of budget, annual report, bylaw revisions and election of Directors.

Section 2

The Board of Directors shall be composed of seven (7) members of the Corporation elected as hereinafter provided.

Section 3

The Board shall elect its own officers at their first meeting following the Annual Meeting of the Corporation. Directors can hold more than one (1) position. They shall elect a President, Vice President, Secretary, and Treasurer. Their term of office is one year.

Section 4

Four (4) members of the Board shall constitute a quorum at any meeting. A simple majority of the Board is needed to pass any motion.

Section 5

The Board of Directors shall meet a minimum of Six (6) times a year upon call of the President. Notice of the time and place to be posted one week prior to the meeting. Posting will be coordinated through the Library staff.

Section 6

The President of the Board of Directors, with the assistance of the Board, shall prepare and approve a prior year annual report and operating budget for the coming fiscal year to be submitted to the Corporation's membership at its first general meeting of the new fiscal year.

Section 7

In the event of a vacancy on the Board, the Board shall appoint a replacement whose term shall extend to the end of the term of the former member.

Section 8

Each Director is expected to:

1. Attend Board and General Membership meetings.
2. Be available to become an Officer.
3. Serve on at least one of the Board's Committees

Article V
DUTIES AND LIABILITY OF OFFICERS

Section 1

The President shall preside at all meetings of the Board and General Membership, appoint committees authorized by the Board, prepare an annual report for the annual meeting, update Corporation papers with the state yearly and act as the Friends' spokesperson with the Library staff and public. The President may delegate an officer to act as spokesperson for specific programs or activities.

Section 2

The Vice President shall assume the duties of the President in his/her absence.

Section 3

1. The Secretary shall keep minutes of all Board and Membership meetings.
2. The Secretary is responsible for posting of meeting notices through the Library staff.

Section 4

The Treasurer shall administer all funds of the Corporation and is accountable under the duties described under Article VI.

Section 5

The liability of directors and officers is expressly limited to the greatest extent permissible under prior law.

Article VI
FUNDS

Section 1

All funds are invested or deposited in the name of the Friends of the Salem-South Lyon District Library, and are disbursed by the Treasurer or President in compliance with the Budget prepared by the Board of Directors and approved by the membership.

Section 2

1. The Treasurer shall deposit all funds of the Corporation to an account established for the Friends of the Salem-South Lyon District Library, a Michigan non-profit corporation, in such depository and under such conditions as the Board of Directors may, from time to time, direct.
2. The Treasurer shall collect all monies due to this Corporation and shall keep an account of all monies received by and expended by or on behalf of this Corporation and shall make disbursements only upon order of the Board of Directors.
3. The Treasurer or designee shall file federal taxes and pay state sales tax as required.
4. On leaving office for any reason, the Treasurer shall deliver to their successor all monies, books, papers and other property belonging to the Corporation which may then be in their possession or under their control. In the absence of a successor, the Treasurer shall deliver the same to the Secretary.
5. In case of the absence or the inability of the Treasurer to act, the Board of Directors shall authorize the President or any other Director of the Corporation to issue checks or perform such other duties of the Treasurer as may become necessary. All books, papers and other Corporation property in the custody of the Treasurer are kept by the authorized substitute.

6. The Treasurer's accounts are audited annually by an audit committee of no less than two (2) people or as often as deemed necessary by the Board of Directors.

Section 3

Electronic banking and access to funds by the Treasurer and President are allowed, as is other Friends and third-parties acting on the behalf of the Friends after authorization by the Board. Authorization of debit/credit card transactions by and on the behalf of the Friends is allowed, as authorized by the Board.

Section 4

The Corporation's financial fiscal year is from September 1 to August 31.

Section 5

A Fidelity Bond will be required for all Board members having signature authority.

Section 6

The President shall have authority to approve expenditures of \$100 or less without Board approval.

Article VII ELECTIONS

Section 1

The election of Directors shall be held at the General Membership Meeting of the Corporation. A simple majority of members present and voting in each instance shall be necessary for election.

Section 2

Four (4) Directors are elected in even numbered years and three (3) Directors are elected in odd numbered years.

Section 3

Term of office for an elected Director is two (2) years, commencing with the first Board meeting following the Annual Membership Meeting, with no limitation on number of terms served.

Section 4

Termination of Directors—The Board shall use just discretion in declaring an office vacant based on a conviction of any felony, failure to attend meetings without just cause or any other justifiable reason.

Article VIII MEETINGS

Section 1

The General Membership Meeting of the Corporation is held during the month of September at a time and place determined by the Board of Directors. The agenda will include the President's Annual Report, proposed budget for the new fiscal year, and approval of any bylaw revisions.

Section 2

A special meeting of the Corporation may be called at any time by the President.

Article IX
REVISING/AMENDING THESE BYLAWS

Section 1

These bylaws will be reviewed annually by the Friends Board of Directors to assure they are consistent with the operations of the Corporation.

Section 2

These bylaws may be amended or revised at any regular meeting of the Corporation by a simple majority of the members present.

Section 3

Amended bylaws will be provided to the Library Board of Trustees for informational purposes after final membership approval.

Article X
RECORD RETENTION

The following records are to be permanently retained:

- Articles of Incorporation
- Audit reports, from independent audits
- Corporate resolutions
- Checks
- Determination Letter from the IRS, and correspondence relating to it
- Financial statements (year-end)
- Insurance policies
- Minutes of board meetings and annual meetings of members
- Real estate deeds, mortgages, bills of sale
- Tax returns

All other records will be kept for 3 years.

Article XI
DISSOLUTION

Upon dissolution of the organization, assets will be distributed to the Salem-South Lyon District Library.

Revised July 2016