

NOTICE OF PUBLIC MEETING OF THE FRIENDS OF THE CARSON CITY LIBRARY

Regular Board Meeting

Day: Monday
Date: June 28, 2021
Time: Beginning at 5:00 pm
Location: **Friends of the Carson City Library Browser's Corner Bookstore**
<https://us02web.zoom.us/j/83046217228?pwd=SDBFZiFLTEwrYkk2YXI3NU5SdU5XQT09>
Meeting ID: 830 4621 7228
Passcode: FOCCL

NOTICE TO THE PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor's Declaration of Emergency, including Directive 045, and subject to any potential changes in state or federal mandates or guidelines, face coverings are no longer required to be worn when attending this meeting in person if you have been fully vaccinated against COVID-19, you are not currently experiencing symptoms of illness and you have not tested positive for COVID-19 within 10 days prior to the date of this meeting. If you do not meet all of the foregoing requirements, you must wear a face covering when attending this meeting in person.

The public may provide public comment in advance of a meeting by written submission to the following email address: librariansena@gmail.com. For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via email by no later than 3pm the day before the date of the meeting.

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Friends of the Carson City Library in advance so that arrangements may be made. Requests may be made in writing and addressed to the Friends of the Carson City Library at 711 E. Washington St., Carson City, NV 89701, or by emailing librariansena@gmail.com

AGENDA

Note: Below is an agenda of all items scheduled for consideration. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda, or discussed relating to an item on the agenda may be delayed at any time.**

1. Call to Order
 - a. Roll Call and Determination of Quorum
2. Public Comment

Members of the public who wish to address the Friends' Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.
3. For Possible Action - Approval of Meeting Minutes April 19, 2021
4. For Possible Action - Friends of the Carson City Library Business
 - a. For Possible Action - Presentation, discussion and possible action on the Treasurer's April and May Financial Position and Income/Expense for the month of April and May 2021.
5. Information Only - Friends of the Carson City Library, Carson City Library and Committee Reports.
 - a. Information Only - Carson City Library Director Report
 - b. Information Only - Report on Browsers Corner Bookstore
 - c. Information Only - Executive Board and Committee Reports
6. For Possible Action - Adjournment

Copies of the reference material and any additional supporting material will be made available at Browsers Corner Bookstore, located at 711 E. Washington Street, Carson City, NV 89701 or by contacting Sena Loyd, President at librariansena@gmail.com. Copies of any such material will be made available on the website and at the meeting site (if the meeting is in person).

Friends of the Carson City Library will post in accordance with NRS 241.020, this agenda has been sent to be posted before 9 a.m. three working days before the day of the meeting at the following locations:

Carson City Hall, 201 N. Carson St. Carson City, NV 89701

Carson City Community Center, 851 E. William St. Carson City, NV 89701

Community Development Permit Center, 108 E. Proctor St. Carson City, NV 89701

Nevada State Library, Archives and Public Records, 100 N. Stewart St. Carson City, NV 89701

Carson City Library, 900 N. Roop St. Carson City, NV 89701

Browsers Corner Bookstore, 711 E. Washington St. Carson City, NV 89701

Friends of the Carson City Library website: <https://www.friendscclibrary.org>

BOOKSTORE INCOME / EXPENSE

JANUARY 1 - DECEMBER 31 2021

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt
INCOME																
Daily Store Sales	5691	7664	7256	7500	6432								21,820	34,542	12,723	17,458
Internet Sales	332	387	465	411	469								2,000	2,064	64	2,736
NonPublic Sales	203	131	429	210	226								417	1,200	783	(200)
Special Sales																
Gift Card Use		-5			9									4		
Bookstore Income	6,227	8,176	8,149	8,121	7,136								24,236	37,810	13,569	19,994
EXPENSES																
Publicity/Mktg.	390	390	390	390	390								2,117	1,950	167	3,130
CC Processing	72	112	90	86	84								284	444	(160)	231
Eqpt/Furniture				140	201								42	341	(299)	(241)
Insurance																651
Janitorial	270	270	270	270	270								1,710	1,350	360	2,250
Maintenance			27	69									63	96	(34)	54
Rent	1389	1389	1539	1539	1539								6,950	7,397	(447)	9,283
Supplies	510	78	51	220	229								458	1,088	(629)	12
Utilities, Fixed	336	340	240	350	240								1,667	1,506	161	2,494
Electricity	69	72	69	70	73								492	352	140	948
Gas	104	116	105	92	57								576	474	102	376
Sales Tax	4	4		8	5									21	(21)	(21)
Bookstore Expense	3,144	2,772	2,781	3,234	3,087								14,357	15,018	-661	19,168
Store Net Income	3,083	5,405	5,369	4,886	4,050								9,879	22,792	12,909	826

Notes:

All dollar amounts are rounded to two decimal places and displayed as whole dollars.

Bracketed () items are worse than plan. Example: (5,000) would mean that the item is \$5,000 WORSE than the budget.

NonPublic Sales = Grassroots, Amazon Smile

Special Sales = Parking Lot, Author Events, etc.

March We have a building rent increase from \$1300/month to \$1450/month.

May - The POD was removed at the end of May

FRIENDS INCOME / EXPENSE

JANUARY 1 - DECEMBER 31 2021

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE		YTD	Rem
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Bdgt	Act	B/(W)	Bdgt
INCOME																
Donations	250	255	378	322	234									1,439	1,439	
Membershsip	410	210	310	600	1,070								2,736	2,600	(136)	3,400
Grant *	1,667	1,667	1,667	1,667	1,667									8,333	8,333	
Other																
Friends Income	2,327	2,131	2,355	2,589	2,971								2,736	12,373	9,636	3,400
EXPENSES																
Pub/Marketing	390	390	390	656	390								2,726	2,216	510	4,327
Correspondence													20		20	50
Dues/Fees	15	50		80									180	145	35	310
Gifts													146		146	750
Historian													63		63	150
Insurance																842
Meetings		150											972	150	822	1,390
Printing/Postage		66	36	25									625	127	498	1,373
Film Festival																1,050
Supplies													125		125	300
Comm Outreach					1,000									1,000	(1,000)	(1,000)
Friends Expense	405	656	426	761	1,390								4,857	3,638	1219	9,542
Friends Net Income	1,922	1,475	1,929	1,828	1,581								-2,120	8,735	10,855	3,675
Store Net Income	3,083	5,405	5,369	4,886	4,050								9,879	22,792	12,909	826
Total Net Income	5,004	6,880	7,297	6,714	5,631								7,759	31,527	23764	4,501

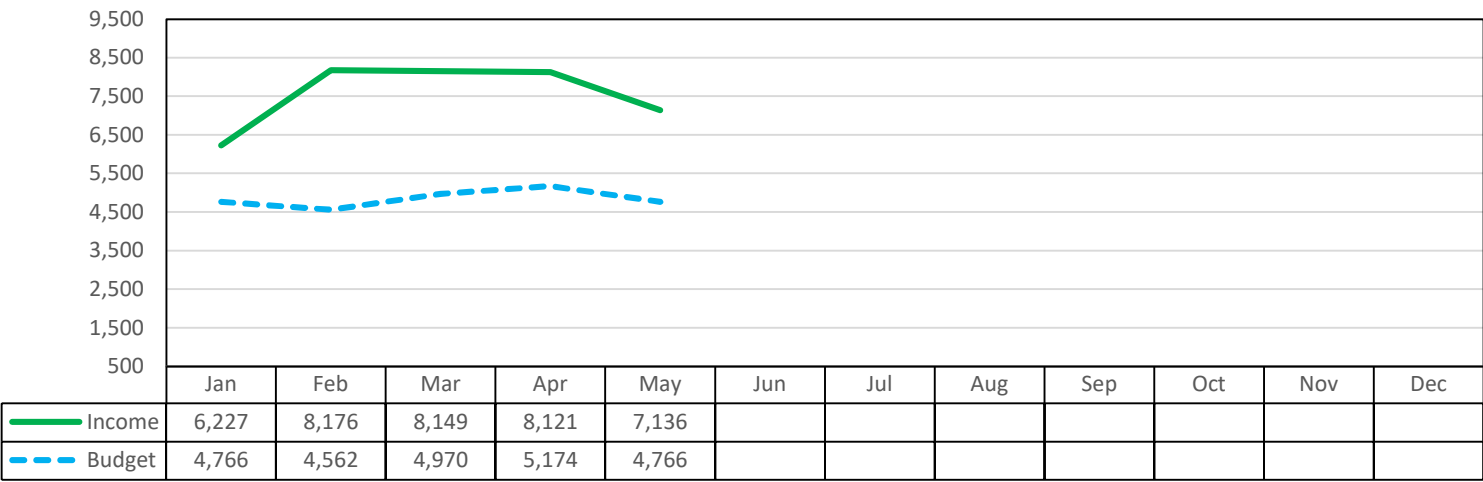
Notes: All dollar amounts are rounded to two decimal places and displayed as whole dollars.

Bracketed () items are worse than plan. Example: (5,000) would mean that the item is \$5,000 WORSE than the budget.

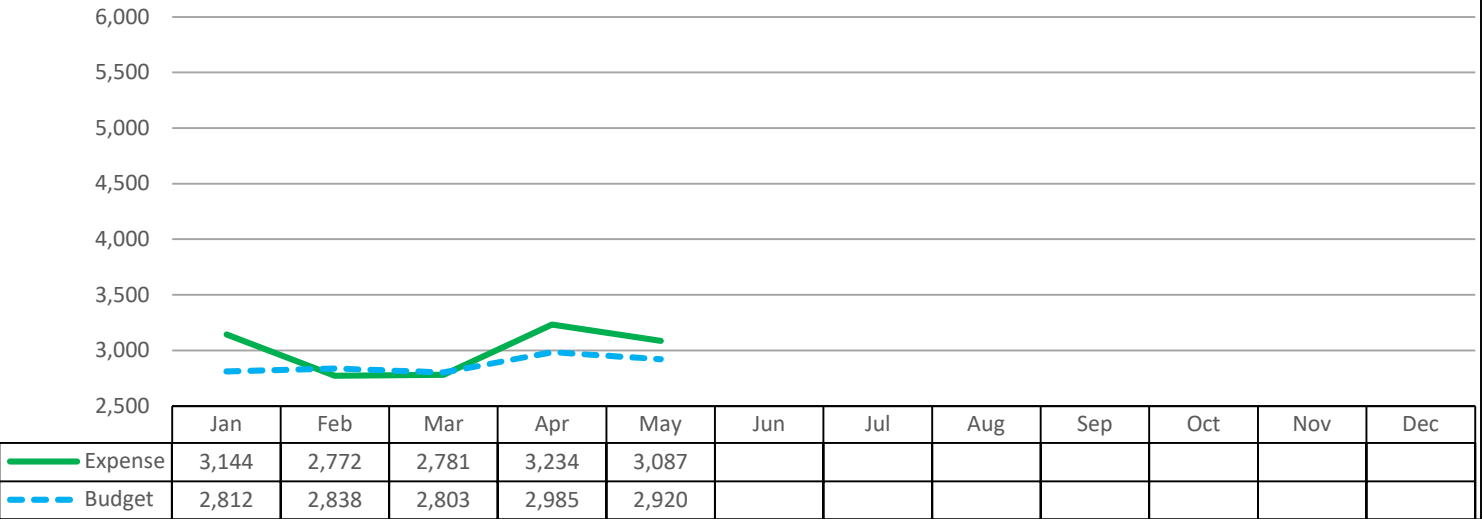
- * Jan - Received \$10,000 PETS Grant. To be used for Rent/Utilities. \$15 Wire Transfer fee. Allocated monthly Jan - June
- Actual expenses will be shown in Bookstore.
- May - Community Outreach of \$1000 was the Boys and Girls Club

Monthly Income, Expense and Profit

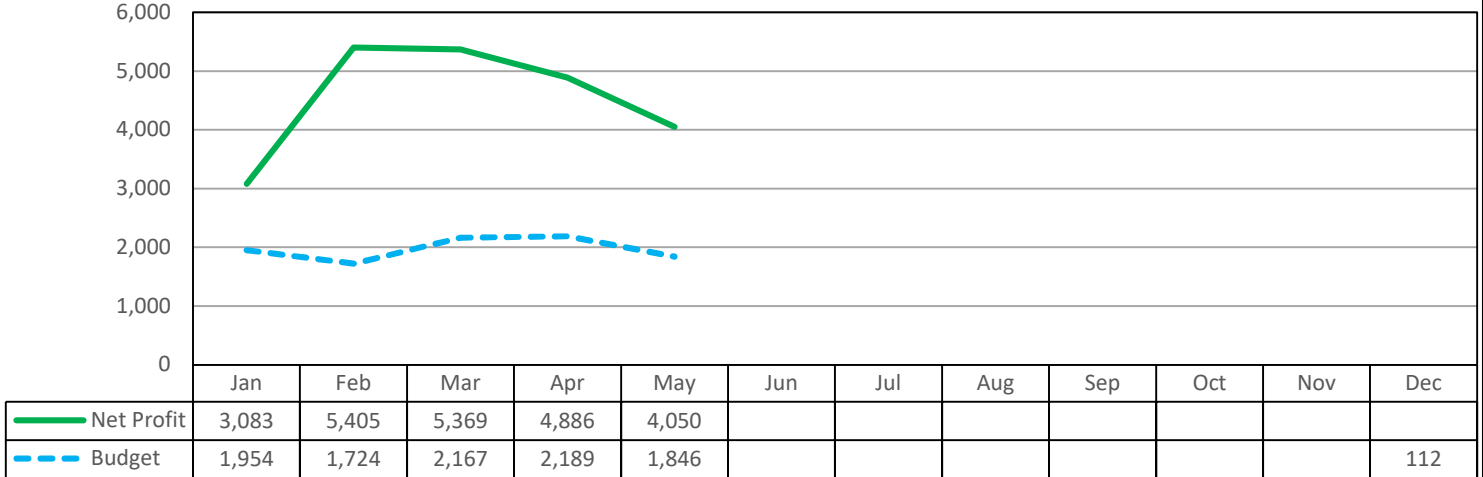
Bookstore Income 2021



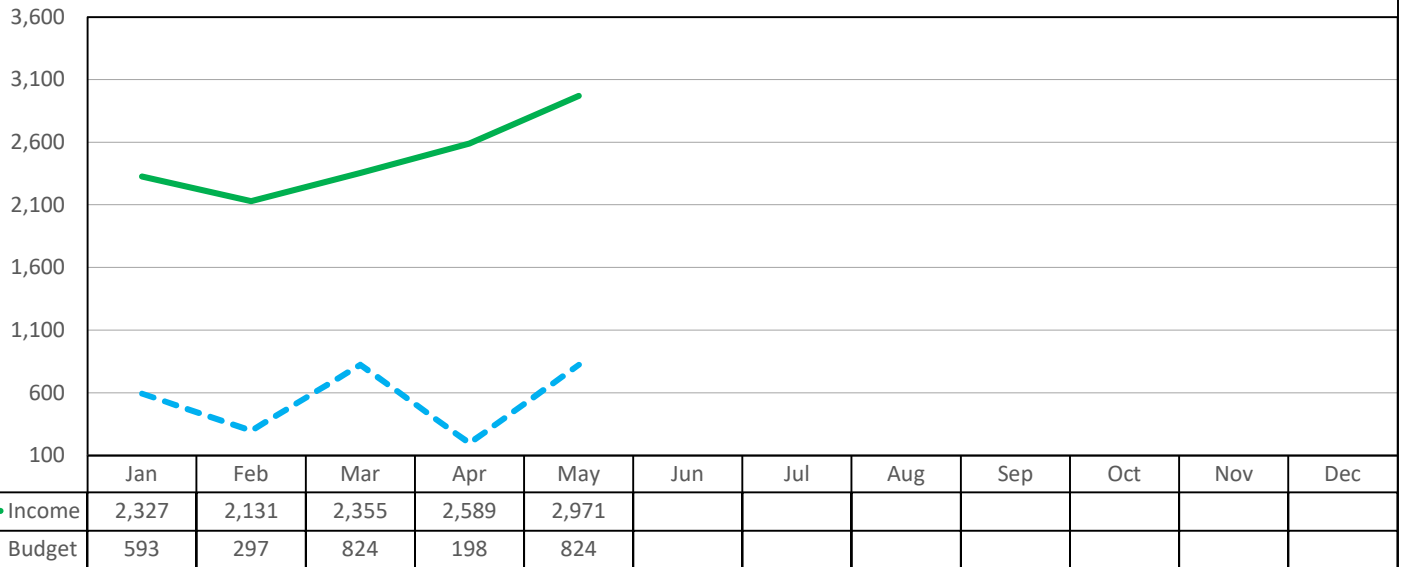
Bookstore Expense 2021



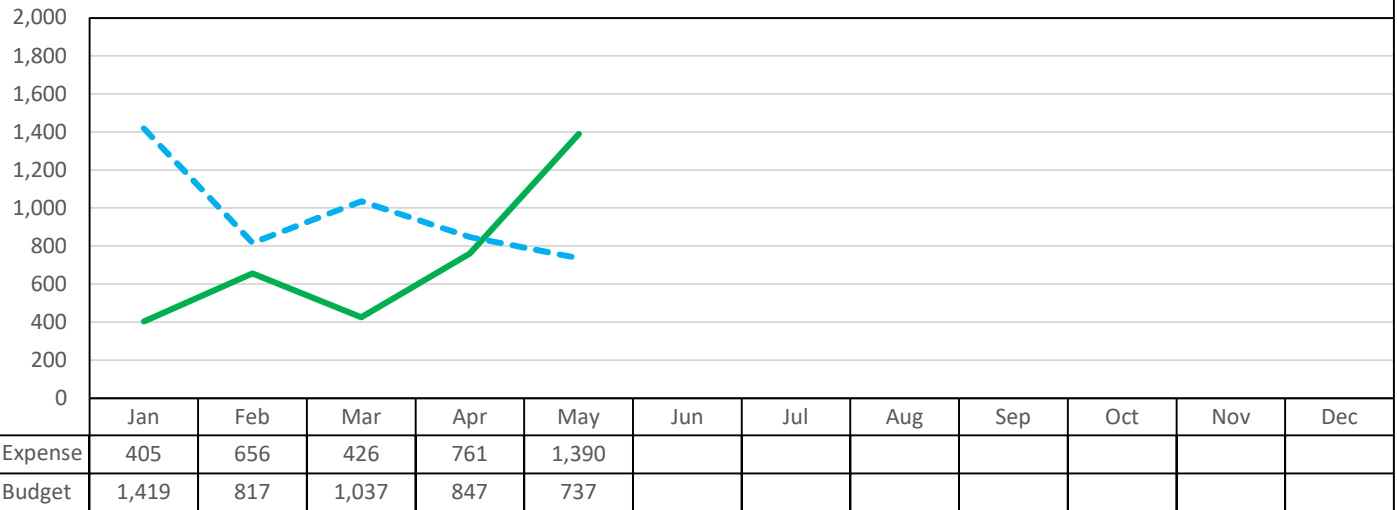
Bookstore Net Profit 2021



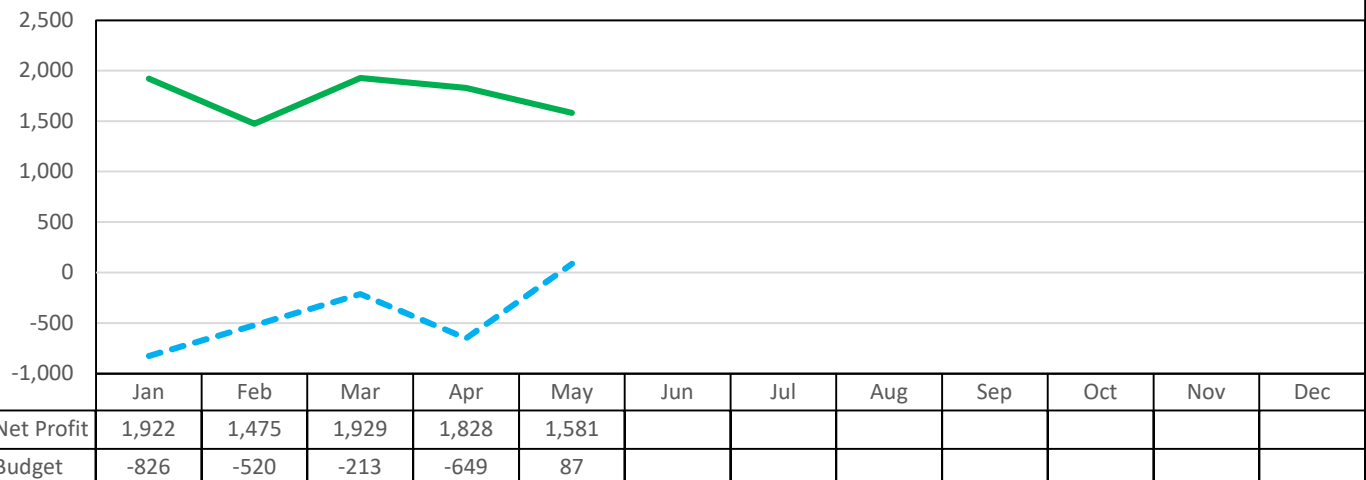
Friends Income 2021



Friends Expense 2021



Friends Net Profit 2021



FINANCIAL POSITION

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
CASH (600.00)	601.58
EDWARD JONES	
EDWARD JONES, 1	
PIMCO MONEY MARKET	51,709.04
Total EDWARD JONES, 1	51,709.04
EDWARD JONES, 2	
22% LASHORT - THAYER	7,220.82
BUILDING FUND	
78% LA SHORT - CARRUTHERS	25,601.09
CASH ACCOUNT, #2	0.91
LA BOND - FRIENDS FUNDRAISING I	8,776.65
LA MULT- FRIENDS FUNDRAISING II	10,498.59
BUILDING FUND - Other	-0.91
Total BUILDING FUND	44,876.33
CHANGE IN VALUE	-249.54
MARKET VALUE	-31.73
EDWARD JONES, 2 - Other	282.18
Total EDWARD JONES, 2	52,098.06
Total EDWARD JONES	103,807.10
US BANK #8160	1,640.03
WELLS FARGO, #2045 (3050)	69,829.51
Total Checking/Savings	175,878.22
Total Current Assets	175,878.22
Fixed Assets	
2013-2014	
2007 3 BOOK TRUCKS	900.00
2007 TABLES	5,000.00
2008 BOOK CASES FOR BROWSERS	7,150.00
2008 RETROFIT FILE CABINET	600.00
2012 OUT DOOR SIGN	600.00
2012 SHELIVING	1,500.00
2014 APPROVED START UP COSTS	
COUTERTOPS	1,416.55

1:51 PM

FRIENDS OF THE CARSON CITY LIBRARY

06/02/21

FINANCIAL POSITION

Accrual Basis

As of May 31, 2021

	May 31, 21
FURNITURE	535.88
SECURITY SYSTEM	796.00
SIGNAGE	1,874.27
SURVEILLANCE EQUIPMENT	770.98
WHITE CABINETS (4)	631.96
Total 2014 APPROVED START UP COSTS	6,025.64
Total 2013-2014	21,775.64
2014-2015	
2015 APPROVED START UP COSTS	
GORILLA BOOK TRUCKS (2)	1,208.90
ROGHNECK LARGE SHED	532.53
Total 2015 APPROVED START UP COSTS	1,741.43
DESK CHAIR	43.43
HORIZONTAL SHEDS (2)	675.94
SHELVING MATERIAL FOR PB	219.30
SHELVING UNIT	156.80
VIDEO SHELF UNITS	208.65
Total 2014-2015	3,045.55
2015-2016	
2011 GATEWAY PC	100.00
4X4 OUTDOOR SIGN	800.00
BOOK CASES (5)	129.12
RETAIL POINT OF SALE KIT	1,245.50
Total 2015-2016	2,274.62
2017 STORAGE UNIT	132.00
2018	
ALPINE LOCK	524.99
APPLE IPAD WI-FI 32GB	250.00
DIGITAL VOICE RECORDER	59.99
HEWLIT PACKARD PRINTER	209.98
OPEN SIGNAGE	80.00
Total 2018	1,124.96
2021	
DESK CHAIR	139.98

1:51 PM

FRIENDS OF THE CARSON CITY LIBRARY

06/02/21

FINANCIAL POSITION

Accrual Basis

As of May 31, 2021

	May 31, 21
Total 2021	139.98
Total Fixed Assets	28,492.75
TOTAL ASSETS	204,370.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
CURRENT LIABILITIES	
BUMPER STICKERS	-134.00
Total CURRENT LIABILITIES	-134.00
DEDICATED FUNDS-RESTRICTED	
APRONS AND NAME TAGS	270.00
BUILDING FUND	
DEDICATED FUNDS	25,500.00
RESERVED FUNDS	15,500.93
Total BUILDING FUND	41,000.93
GIFTING BOOKS CATALOGUE	1,165.15
SANDRA OSHEROFF MEMORIAL FUND	630.00
THAYER DONATION FOR BOOKS	7,001.75
Total DEDICATED FUNDS-RESTRICTED	50,067.83
Total Other Current Liabilities	49,933.83
Total Current Liabilities	49,933.83
Total Liabilities	49,933.83
Equity	
Opening Balance Equity	-7,551.75
Unrestricted Net Assets	130,767.23
Net Income	31,221.66
Total Equity	154,437.14
TOTAL LIABILITIES & EQUITY	204,370.97

1:54 PM

06/02/21

Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY

YTD REVENUE/EXPENSE REPORT

January through May 2021

	Jan - May 21
Ordinary Income/Expense	
Income	
FRIENDS REVENUE	
CONTRIBUTIONS	
AMAZON SMILE	45.07
GRANTS	10,000.00
INDIRECT PUBLIC SUPPORT	
DONATION BOX	1,169.00
Total INDIRECT PUBLIC SUPPORT	1,169.00
CONTRIBUTIONS - Other	225.00
Total CONTRIBUTIONS	11,439.07
MEMBERSHIP DUES	2,600.00
Total FRIENDS REVENUE	14,039.07
INVESTMENT INCOME	
EDWARD JONES,2 DIVIDENDS	523.90
PIMCO DIVIDENDS	1.13
US BANK, #8160	0.02
INVESTMENT INCOME - Other	0.02
Total INVESTMENT INCOME	525.07
Total Income	14,564.14
Expense	
OPERATING	
FRIENDS EXPENSES	
NEWSLETTER	225.00
OTHER	
COMMUNITY OUTREACH	1,000.00
DUES/FEES	145.00
GAIN/LOSS ON INVESTMENTS	-791.69
MEETINGS	
MEMBERSHIP LUNCHEON	150.00
Total MEETINGS	150.00
Total OTHER	503.31
POSTAGE/MAILING/PRINTING	
POSTAGE	102.00

1:54 PM

06/02/21

Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY

YTD REVENUE/EXPENSE REPORT

January through May 2021

	Jan - May 21
POSTAGE/MAILING/PRINTING - Other	24.55
Total POSTAGE/MAILING/PRINTING	126.55
PUBLIC RELATIONS/MARKETING	
ADVERTISING	450.00
PUBLIC RELATIONS/MARKETING - Other	1,241.25
Total PUBLIC RELATIONS/MARKETING	1,691.25
WEBSITE	300.00
Total FRIENDS EXPENSES	2,846.11
Total OPERATING	2,846.11
Total Expense	2,846.11
Net Ordinary Income	11,718.03
Other Income/Expense	
Other Income	
FUNDRAISING	
BOOK STORE REVENUE	
DAILY SALES	
CASH SALES	21,717.65
CREDIT CARD SALES	12,835.03
REGISTER OVER/UNDER	-16.57
DAILY SALES - Other	5.00
Total DAILY SALES	34,541.11
OTHER SALES	
GRASS ROOTS	1,199.53
INTERNET	2,063.92
Total OTHER SALES	3,263.45
Total BOOK STORE REVENUE	37,804.56
Total FUNDRAISING	37,804.56
Total Other Income	37,804.56
Other Expense	
BOOK STORE EXPENSES	
JANITORIAL	1,350.00

1:54 PM

06/02/21

Accrual Basis

FRIENDS OF THE CARSON CITY LIBRARY

YTD REVENUE/EXPENSE REPORT

January through May 2021

	Jan - May 21
MARKETING, PUBLICITY	
ADVERTISING	450.00
MARKETING	1,500.00
Total MARKETING, PUBLICITY	1,950.00
OTHER	
CREDIT CARD FEES	443.80
EQUIPMENT	200.72
GIFT CARD REDEMPTION	14.00
MAINTENANCE	96.27
SALES TAX	20.52
SUPPLIES	1,300.50
UTILITIES	
ELECTRICITY	352.16
GAS	474.83
UTILITIES - Other	1,506.03
Total UTILITIES	2,333.02
Total OTHER	4,408.83
RENT	7,396.60
Total BOOK STORE EXPENSES	15,105.43
LIBRARY PROGRAMS	3,195.50
Total Other Expense	18,300.93
Net Other Income	19,503.63
Net Income	31,221.66

REINVESTMENT OF \$35,000 FROM WELLS FARGO TO EDWARD JONES, 1		
EJ1 CURRENT BALANCE (All in PIMCO)		\$ 51,710.00
ADD \$35,000 FROM WELLS FARGO	\$ 35,000.00	
NEW BALANCE		\$ 86,710.00
DISTRIBUTION AFTER ADDITION FROM WELLS FARGO		
PIMCO	\$ 26,699.00	
CASH	\$ 11.00	
LORD ABBOT SHORT DURATION	\$ 40,000.00	
LORD ABBOT BOND DEBENTURE	\$ 10,000.00	
LORD ABBOT MULTI-ASSET BALANCE OPPORTUNITY	\$ 10,000.00	
TOTAL REDISTRIBUTED BALANCE		\$ 86,710.00
NOTES: 1. Based on Finance Committee meeting with John Dooley on June 15, 2021 2. No change to Edward Jones, 2 account. 3. Montly dividends all reinvested. 4. Initial Lord Abbot account fee recovered within first year. 5. Lord Abbot accounts are the same as those in Edward Jones, 2.		

FRIENDS OF THE CARSON CITY LIBRARY

Presidents Report - June 2021

Without spoiling any committee reports, the Friends of the Carson City Library is doing well coming out of the pandemic.

Housekeeping:

1) Bylaws Changes

The following have been proposed as changes to the bylaws:

- Amend to include or exclude committees from bylaws.
- Amend to explicitly allow for vote of the Board of Directors or Executive Board via technological communications such as zoom, phone, and email.
- Inclusion of audit at changeover of the Treasurer.

A copy of the current bylaws (Dec. 2020) will be at the end of this report.

Other News:

1) RALLY Boys and Girls Clubs of Western Nevada sponsorship of the Library activities at the Carson City Clubhouse.

All club members received books, and the Library conducted programs including in bionics! Shares and interactions on BGCWN social media gave FOCCL good coverage and exposure.

Community Appreciation Day for RALLY was on June 25th from 2-4pm.

Last revised 12/15/2020

BYLAWS of THE FRIENDS OF THE CARSON CITY LIBRARY

ARTICLE I: MEMBERSHIP

Section 1: Eligibility: Individuals, families, businesses and other organizations interested in fulfilling the Mission of the Friends shall be eligible for membership.

Section 2: Membership levels and dues: Levels and dues will be established in Nov. of each year by the Friends Board of Directors and any changes will be announced at the Friends annual meeting as well as in the group's brochures, newsletters and other pertinent announcements. The membership year shall be one calendar year from the month in which your dues were paid. Membership dues shall be paid upon inception of membership and annually thereafter, at which time due and timely notice will be given to each member by the membership chairperson.

Section 3: Honorary memberships: Such honors may be conferred upon any person or entity designated by the Board of Directors to recognize outstanding service for the organization.

Section 4: Waiver of membership fees: The Membership Committee may consider waiver of fees or reducing the Membership fee at their discretion.

ARTICLE II: DUTIES OF OFFICERS (Executive Committee)

Section 1: President: The Friends President will preside over all meetings of the Executive Committee, Board of Directors and General Membership; set meeting dates and locations and see that all decisions by such bodies are carried out. The President shall prepare the agenda for each meeting which is to include any matters requested by Board members. The President shall ensure that appropriate meetings are publicly posted in accordance with the Nevada Open Meeting Law. The President may also call special meetings of the Friends, Board of Directors or the Executive Committee. The President shall maintain a notebook which contains among other matters, a calendar for actions that need to be taken by any Board member as stated in their written procedures developed in Article III, C. below. The President shall assure that the organization has a Registered Agent and that confirmation of Registered Agent is sent each year as required by State Statute.

Section 2: Vice President: The Vice President will take the place of the President when the President is absent for any reason. The Vice President will be responsible for assisting the President in determining that decisions of the Friends are carried out.

Section 3: Recording Secretary: The Secretary will keep a record of the actions authorized at all Friends' Executive Committee, Board of Directors and Membership Meetings, provide copies of minutes of such meetings to the Board, maintain the minutes and records for historical purposes.

Section 4: Treasurer: The Treasurer will keep a record of the organization's receipts and disbursements of its funds, inform the Board of Directors of the current status of expenditures at all Board meetings and provide the membership with a year-end financial statement. The organization shall maintain and annually report its finances on a calendar year basis. If IRS rules require a form be filed, the Treasurer will ensure that it (they) is (are) submitted in a timely manner. The Treasurer shall also be responsible for filing the list of officers and any other forms that the state of Nevada may require.

ARTICLE III: BOARD OF DIRECTORS

Section 1: The Friends Board of Directors will consist of the four (4) duly elected officers, the Immediate Past President of the organization, chairs of the Standing Committees and a number of Members at Large. Standing Committee Chairs and Members at Large are appointed by and serve at the pleasure of the Executive Committee. Only those specified above may vote at meetings of the Board of Directors.

Section 2: Terms of office: President, Vice President, and Secretary will be elected for two (2) year terms to a maximum of three (3) consecutive terms, (six (6) years total). Due to the need for Accounting and IRS filing knowledge the Treasurer will not be subject to term limits. Elections for Executive Board members will be staggered such that the President and the Treasurer will be elected for two- year terms at the odd - numbered years and the Vice President and Secretary will be elected for two- year terms in even- numbered years.

Section 3: Executive Committee members and each appointed or ad-hoc Chair will develop and maintain written procedures of their duties and responsibilities. A copy of such procedures is to be kept by the President filed in a central accessible location and should be reviewed and updated at least every two (2) years. Such procedures will be provided to those who are elected or appointed to succeed them.

Section 4: The Board will meet at the call of the President.

Section 5: The members of the Board may vote on any emergency matters via telephone. Passage will be enacted with aye votes of at least a simple majority of the members contacted.

ARTICLE IV: ELECTIONS

Section 1: Nominations for Friends officers will be presented to the membership six (6) weeks prior to the organization's Annual Meeting by an ad hoc nominating committee, of at least (2) active members appointed by the President. Each nominee must be a current member at the time of the elections. If more than one person expresses interest in a position, the Nominating Committee shall ask each candidate the same questions concerning their interest, experience and capabilities for the position.

Section 2: The proposed slate of Executive Committee members as well as the date and time of the Annual Meeting will be published in the Friends' newsletter at least 10 days and no more than 60 days prior to the Annual Meeting date.

Section 3: At the Friends Annual Meeting, following any nominations from the floor, paper ballots will be distributed to all current members present for the purpose of voting for the proposed Executive Committee Members. Uncontested nominations will not require paper ballots.

Section 4: Completed ballots will be tabulated by two (2) Friends members not running for office, and the election results will be announced at the conclusion of the Annual Meeting.

Section 5: A simple majority of the votes cast by the members present at the Annual Meeting will be necessary to elect.

Section 6: Any vacancy on the Executive Committee will be filled for the duration of the term by appointment of the remaining Executive Committee members.

ARTICLE V: REMOVEAL/RESIGNATION OF ELECTED AND APPOINTED BOARD MEMBERS

Section 1: Any elected officer(s) or appointed member(s) of the Friends Board of Directors may be removed from office with cause by majority vote of the Board of Directors.

Section 2: Any elected officer or appointed board member may resign at any time by giving written notice to the Executive Committee. Such resignation shall be effective at the date of the receipt of such notice or at any later time specified in the notice up to a period of thirty (30) days from the notice date.

ARTICLE VI: MEETINGS

Section 1: Board Meetings of the Friends will be held not less than quarterly. All current members of the Friends are welcome to attend Board meetings.

Section 2: Annual Meeting will be held between Jan. 15 and Jan. 31 of the new calendar year. At the Annual Meeting, the following will be accomplished.

- A. Election of those officers on the Executive Committee whose terms have expired.
- B. Presentation of progress reports by the Board of Directors, Treasurer and standing and ad hoc Committee chairs.
- C. Presentation of the year-end financial statement and the proposed budget for the new year for approval of the membership.

ARTICLE VII: COMMITTEES (APPOINTEES) (SEE DETAILED JOB DESCRIPTIONS ATTACHED)

Section 1: The Chairs of standing committees will be appointed by the Executive Committee and are members of the Board of Directors.

- A. Membership: The Chair and committee will develop procedures and programs to increase the number of new Friends' members and maintain lists to include at least names, addresses, phone numbers, e-mail addresses, if applicable, membership expiration dates and volunteer interests.
- B. Public Relations / Marketing: Chair and committee will develop methods of advising the community about the Friends; goals and activities.
- C. Newsletter Subcommittee: The PR/Marketing Chair will appoint an individual (or individuals) to write and distribute the Friends; newsletter, "Friends of the Carson City Library" (FOCCL), such publication to be issued not less than quarterly.
- D. Bylaws Monitoring and Records Management: The Chair and committee will meet at least annually to review the Friends Constitution and Bylaws. After the review(s), the committee will Recommend any Constitution and/or Bylaws changes to the Board of Directors for action.
 - a. The Chair, committee and President will provide for safekeeping and maintenance of required forms and documents and set forth a log of record retention and destruction dates pursuant to the Internal Revenue Service requirements and in accordance with generally accepted accounting principles.
- E. Historian: The Chair and committee will keep scrapbooks up to date with press releases, mementos.
- F. Budget: Chair and Committee are responsible for preparing and presenting the Friends budget. Prior to approval at the Friends' Annual Meeting, the Chair will call a meeting of the Budget Committee as per Article VIII, Section 1 below. The Chair will also present a semi-annual report to the Board of Directors on the status of the Friends' fiscal activity as it corresponds to the adopted budget. The Chair will report at any meeting, when it appears there are significant

matters concerning the budget or when a new non-budgeted expenditure is being contemplated by the Board of Directors.

- G. Correspondence Chair: To write thank you notes. send cards to ill members and members with a death in the family and report the same to the Board of Directors.
- H. Fundraising: The chair and committee will meet on a regular basis to develop a list of possible events and other fundraising ideas. This list will be presented to the Board of Directors for approval. Each event held will have a chair and will keep a record of income and expense, so they may report to the Board on the success of the event.
- I. Ad-Hoc or Subcommittee: Standing Committee Chairs may form subcommittees to meet specific program needs of their committee. Ad-hoc committees may be formed and appointed at the direction of the Board of Directors.

ARTICLE VIII: FUNDS

Section 1: The Budget Chair and Budget Subcommittee will meet approximately two (2) months before the end of the Calendar year for the purpose of reviewing the organization's accounts and the preliminary budget report noted in ARTICLE VII F above. The Budget Chair will send a letter to the Director of the Carson City Library requesting potential funding that might be needed for the Library. The request response will be used to create awareness of the needs of the Library within the Friends organization and assist the friends in creating public awareness of those needs. In accordance with the change made during the 20t8 annual meeting the Budget Chair will calculate the net profit from the prior year and the percent profit margin. Based on the profit margin and profit the Budget Chair will determine the calculated dollar amount that should be allocated to the library to be used as the library staff deems necessary. The recommended amount will be presented to the Friends Board of Directors and the final amount agreed on by the Board will be presented to the general membership at the annual meeting in January. The final amount allocated will then be communicated to the Library Director. The Library Director will provide the friends with information as to how the funds were used.

Section 2: All records of the Friends funds acquisition and disbursement will be in accordance with Generally Accepted Accounting Procedures.

Section 3: The Board of Directors shall establish a Finance Committee to oversee the management of the funds of Friends of Carson City Library. This Committee shall consist of 5 members, the Friends President, Treasurer and Budget Chair, as well as, 2 members from the general membership. This committee will meet at least quarterly. The Treasurer will report to the Board of Directors according to the Statement of Prudent Investment Policy and to the general membership at the Annual Meeting.

Section 4: Due to State Legislature passage of SB 313 in 2017 Friends of the Carson City Library are treated like a Foundation and can receive and hold property and enter into leases agreements, etc. Therefore, we have developed a Gift Acceptance Policy. The Board of Directors will follow this policy when accepting any large donation of cash or property of any kind.

ARTICLE IX: REGISTERED AGENT

This position files with the Secretary of State an annual list of officers, the organization's address and any other forms the state of Nevada requires and pays appropriate fees.

ARTICLE X: CHANGES TO THE BYLAWS

The Friends' Bylaws may be changed upon approval of the majority of the Board. Any change(s) will be effective at the date of such Board approval(s).

President_____ Approval Date_____



Sena Loyd <librariansena@gmail.com>

Fwd: Trash Dumpster

1 message

Joseph Modarelli <nevmods@gmail.com>

Thu, Jun 24, 2021 at 5:02 PM

To: Friends - Sena <librariansena@gmail.com>, LouAnne Geissler <laggeissler@gmail.com>, Phil Patton <ppatt@att.net>

Cc: Patti Ferguson <pattiferguson35@gmail.com>

At the last Browsers meeting I was charged with looking into a small dumpster.

Waste Management quoted;

2 Yd 93.91/mo for weekly pick-up

3 Yd 121.98 /mo for weekly pick-up

I have also attached the response from Carson City Planning regarding compliance with CC Code. I don't know if teh Exec Board wants to explore further.

Enjoy life,

Joseph Modarelli

3646 Summerhill Dr.

Carson City, Nevada 89705

775 400-3209

nevmods@gmail.com

"Attitude is a choice. Happiness is a choice. Optimism is a choice. Kindness is a choice. Giving is a choice. Respect is a choice. Whatever choice you make makes you. Choose wisely." ROY T. BENNETT

----- Forwarded message -----

From: **Lena Reseck** <LReseck@carson.org>

Date: Thu, Jun 24, 2021 at 11:13 AM

Subject: Trash Dumpster

To: nevmods@gmail.com <nevmods@gmail.com>

Joseph,

You will need to comply with Development Standards Division 1.2.6 to screen the area where the dumpster will be located.

Have a good day,

Lena Reseck

Carson City Community Development

Planning Division

6/27/2021

Gmail - Fwd: Trash Dumpster

108 E. Proctor Street

Carson City, NV 89701

D: 775.283.7059 O: 775.887.2180



Trash Enclosure.pdf

229K

Financial Committee Report
June 2021

Phil and Jetty met with John Dooley of Edward Jones on June 15 to discuss the Friends of the Library portfolio. John presented a proposal for investing the excess monies in our Wells Fargo operating account. The account is paying no interest at this time. For the lowest upfront charge, we would need to take money from the Pimco Money Market account and add it to the Wells Fargo money. The Pimco account is currently paying no interest and is used as a back up savings account. This proposal follows and maintains our prudent investment policy. Phil will present the proposal to the board for discussion and a possible vote.

Respectfully submitted,
Jetty Maddox