

Friends of Meaford Library Executive Annual General Meeting
June 28, 2018
6:30 pm Meaford Library Reading Room
Draft Minutes

Present: Peter Bantock, , Fred Kennedy, Christine Richardson, Jane Leckenby, Leslie Ransom, Elaine Burns, Lynn Fascinato, Jim Brown, Dinah Shields. Guest: Patty King

Regrets: Paul Wehrle

1. **Opening Remarks:** The President noted that copies of all the reports of the directors were contained in the agenda package and also located on the FOML website

2. **Agenda: Additions/Approval:** No changes

3. Approval of June 15,2017 minutes be approved.

Moved By: Elaine

Seconded by: Jim

THAT the minutes of the 2017 Annual General Meeting held June 15,2017 be accepted as distributed. Carried

4. **Treasurer's Report** – Jim. Hand out. Report attached.

Jim discussed the difference between gross and net- in the report is what we put into the new Library Building Fund. Net is the answer. Elaine reported that the municipal Treasurer came to the fund-raising committee and there was discussion there as to whether or not the municipality could use the funds in reserve for purposed other than the new library.

Christine put forth a motion that Elaine will clarify with municipal staff the By-Law # 118-2013 re reserve funds only for new library build or can be used for purposes other then that which fund was established. Jim will accompany Elaine.

Motion: Christine

Second: Elaine

THAT Elaine and Jim will meet with the Treasurer and/or Clerk to clarify By-Law #118-2103. Carried

Other financial discussions: Jim questioned where do the funds that came in from author events go? How about charitable receipts for these? The Dan Needles event- funds goes to FOML because it occurred before the fund-raising committee was established. Thereafter, all monies, excluding activities specific to the FOML (eg: net shed, Concerts) will be to the library building fund.

5. **Committee Reports**

a) Promotion and Publicity – Fred: We have a new banner that is to be tied to a table. He will investigate purchasing a tablecloth for FOML. Report attached to agenda.

b) Membership – Jane. 21 members. 5 new ones and 4 associates. Report attached to agenda.

c) Net Shed – Dinah: Report attached to agenda

d) Concert Series – Paul: Report attached to agenda.

e) President's Report – Peter: Report attached to agenda

6. **Report from the Library**

Lynne Fascinato reported on behalf of the library. The FOML sponsored HOOPLA service has been growing. Appreciation was expressed to the FOML for this initiative. There is a new hire that allows the library to be open Mondays. The feedback so far is great. Over 100,000 circulations to date this year. Accessibility monies were well spent and were publicized in the newspaper and on-line for library patrons. Lots of summer programming coming.

New Business

7.

- a) **Changes to the Constitution and By-Laws:** As per our May meeting, changes to be made as follows:

- Constitution: i) P.1 Methods of Action paragraph 3- delete.
ii) P.2 Trust Funds- amend
iii) P.2 Financial Responsibilities: Audit- amend to read:

The Executive Committee, shall decide at the end of the fiscal year, May 31 whether to conduct a full audit engagement, a review engagement or a compilation.

By-Laws: iv) Standing Committees-reclassify standing and ad hoc committees

Motion: To accept changes to the Constitution and By-Laws as presented.

Moved by: Leslie

Seconded: Fred

Carried

Further discussion as per audit from Jim. We are considered an association, not a corporation and so therefore an official annual audit is not necessary. Visitor Patty K. suggested she knows an accountant who could look at our compilation as presented by Jim. Motion: That the executive committee shall decide at the end of each fiscal year whether to do a compilation or audit engagement. (see P.2 financial report)

Motion: Jim

Seconded: Dinah

Carried

Motion: That the FOML only do a compilation of finances for this year.

Moved by: Jim

Seconded: Jane

Carried

Motion: Re: By-Laws: That all committees be changed to Ad Hoc only.

Motion: Elaine

Seconded: Jane

Carried

-
- b) **Election Of Officer: Vice President.**

At this point Lynne Fascinato took over as Chair. Calls for nominations to the position of Vice President were made

Jane nominated Patty King Seconded by: Elaine

No other names were put forward. Nominations were declared closed.

Patty King declared Vice President of the Friends of the Meaford Library. The officers now consist of:

Peter Bantock, President

Patty King, Vice-President

Leslie Ransom, Secretary

James Brown, Treasurer

Fred Kennedy, Promotion & Publicity

Jane Leckenby, Membership Coordinator

Paul Wehrle, Concert Coordinator

Chris Richardson, Volunteer Coordinator

Dinah Shields, Net Shed Book Coordinator

Elaine Burns, Member at Large

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8. **Adjournment:** There being no further business the meeting adjourned at 7:35 on a motion by Jane.
-

Secretary

President

	A	B	C	D	E
1	FRIENDS OF THE MEAFORD LIBRARY				
2	REVENUE AND DISBURSEMENTS SUMMARY				
3	AS OF: May 31, 2018. Year end.	2017-18		2016-17	
4					
5	Opening bank balance	\$ 6,861.50		\$ 14,840.52	✓
6	GIC	\$ 61,121.46		\$ 41,148.19	
7					
8	REVENUE				
9	Net Shed	\$ 18,868.25		\$ 16,927.49	
10	Memberships	\$ 231.00		\$ 177.00	
11	Donations (Total)	\$ 23,545.75		\$ 335.60	
12	Of Which Tax receipted	\$ 12,765.00		\$ 270.00	
13	Concert	\$ 2,564.51		\$ 2,552.86	
14	HST Rebate	\$ 1,058.79		\$ -	
15	GIC transfer to Bank	\$ 46,268.05		\$ 25,772.00	
16	GIC Interest Received	\$ 768.49		\$ 387.01	
18	Grant (Meaford Hall & Culture Foundation)	\$ -		\$ 600.00	
19					
21	TOTAL REVENUES	\$ 46,268.30		\$ 20,979.96	
22	Revenues received but not banked	\$ 583.89		\$ 1,629.30	
23	Accrued GIC Interest	\$ 794.71		\$ 745.27	
24	DISBURSEMENTS				
25	Meaford Hall Rental	\$ 1,600.00	Type C		Type
26	Equipment Purchases	\$ 5,197.51	C	\$ 2,212.39	C
27	HST Paid	\$ 1,247.30	C	\$ 444.77	C
28	GST Paid	\$ 33.76	C		
29	PSTPaid	\$ 100.00	M	\$ 100.00	M
30	Bank Charges	\$ 179.06	A	\$ 10.41	A
31	CanadaHelps	\$ 319.82	A		
32	Lawn Maintenance	\$ 515.00	A	\$ 325.00	A
33	Volunteer Appreciation	\$ 100.00	A	\$ 77.15	A
34	Newspapers	\$ 1,762.03	C	\$ 1,084.43	C
35	Insurance	\$ 1,250.00	M	\$ 1,250.00	M
36	Transfer to GIC	\$ 20,000.00		\$ 45,000.00	
37	Miscellaneous (Total)	\$ 2,706.78	CA	\$ 408.55	CA
38	Of Which	\$ 2,471.43	C	\$ 325.00	C
39	TOTAL DISBURSEMENTS	\$ 15,011.26		\$ 5,912.70	
40	Of Which				
41	Charitable	\$ 12,312.03		\$ 4,066.59	
42	Admin & Management	\$ 2,699.23		\$ 1,846.11	
43	Disbursements made but not included in bank statement	\$ 10.50		\$ 338.10	
44	NET PROCEEDS	\$ 31,257.04		\$ 15,067.26	
45					
46	Cash Float	\$ 30.00		\$ 30.00	
47					
48	CLOSING BANK BALANCE	\$ 65,104.40		\$ 6,861.50	
49	GIC	\$ 35,648.12		\$ 61,121.46	
50					
51	Total cash balance	\$ 101,355.91		\$ 69,304.16	
52					
53	Dated this 23rd day of June 2018				
55	Treasurer, Friends of the Meaford Library				

FOTL Year End Report

May 31, 2018

This document describes the financial position of the Friends of the Meaford Library on May 31, 2018, at the end of its most recent fiscal year, 2017/18. It should be read with the companion spreadsheet - "FOML year end May 2018 Statement.xlsx"

Line number references below refer to this spreadsheet.

Both documents are stored in the Dropbox account used by the Friends of the Meaford Library in the folder

"Dropbox\Friends of Meaford Library\Treasurer Reports\Year End Statements"

To allow for easy year-over-year comparisons, this report starts by stating the cash position at the end of the previous fiscal year.

It then presents the current cash position and the cash flows that created this position.

Cash Position End of Last Year (2016/17)

As of May 31, 2017, the Friends' bank balance was:

\$6,861.50 as shown on the accompanying statement from the TD bank.

At the same time, the Friends' owned 4 GICs with the following details:

Identifier	Principal	Rate	Term	Accrued Interest	Total Value
TD Bank					
8055620-05	\$10,249.65	0.90%	2 years	\$172.59	\$10,422.24
8055620-06	\$5,124.84	1.20%	2 years	\$99.63	\$5,224.47
Entegra					
110280617447	\$30,000.00	1.95%	1 year	\$427.41	\$30,427.41
110280655793	\$15,000.00	1.60%	2 years	\$47.34	\$15,047.34

The total value was: \$61,121.46.

There were 3 cheques outstanding:

#120 to Kathy Christie for Volunteer Appreciation expenses	\$54.08
#121 to Muxlow's for the Toronto Star	\$122.32
#122 to Muxlow's for the Globe & Mail	\$161.70

There was \$1,629.30 on hand from Net Shed sales during the month of May.

As of May 31 2017, the total "cash" balance was:

Bank Balance:	\$6,861.50	Line 48
Plus GIC Total Value:	\$61,121.46	Line 49
Plus Float:	\$30.00	Line 46
Plus Cash-on-Hand	\$1,629.30	Line 22
Less Outstanding cheques:	<u>\$338.10</u>	Line 43
	Equals:	\$69,304.16 Line 51

Cash Position End of This Year (2017/18)

During this fiscal year the Friends officially kicked off a fund raising campaign for the construction of the new library. Although the Building Fund committee is a part of the Municipality (not part of the Friends), several of the Friends executive also sit on the committee and the funds raised will be accepted by the Friends so that tax receipts can be given to donors.

Although the Friends book sales, membership fees and concerts have been tacitly assumed to be collected for the new library building, these funds are being kept separate for bookkeeping purposes. A separate line item ("Building Fund") has been created to hold donations specifically identified for the new library. Unfortunately, we have never defined what exactly goes into this Building Fund, so I have a proposal:

All revenues (net of related expenses) received since November 1, 2017 (except NetShed, Concerts and Memberships) be considered to be part of the "Building Fund". Alternatively, we could cover the expenses, and put all donations into the Building Fund. The following table presents the two options for consideration.

Source	Gross	Net
• Non-Event Donations	\$16,696.75	\$16,449.75
• Dan Needles	\$3,475.00	\$1,475.13
• Christmas Campaign	\$2,879.00	\$2,504.29
• Trunk Sale	\$495.00	\$495.00
Total	\$23,545.75	\$20,924.17

To hold these building fund donations the Friends have opened a Savings Account at the TD bank. We also implemented a Petty Cash scheme to allow ready access to small amounts of cash primarily for the purpose of supporting purchases needed by the Building Fund Committee.

As of May 31, 2018, the Friends' chequing account bank balance was:

\$65,108.40

as shown on the accompanying statement from the TD bank. See the Appendix.

The Friends' savings account had a negative \$4 balance due to bank fees charged.

At the same time, the Friends owned 2 GICs with the following details:

Identifier	Principal	Rate	Term	Accrued Interest	Total Value
Home Trust					
	\$20,000.00	2.235%	2 years	\$351.46	\$20,351.46
Entegra					
110280655793	\$15,000.00	1.60%	2 years	\$296.66	\$15,296.66

The total value was \$35,648.12.

There was cash on hand (from donations) of \$350.00.

There were no cheques outstanding, but we owed \$10.50 to Canada Helps as a fee for donations processed but not yet banked.

As of May 31 2018, the total "cash" balance was:

Bank Balance (all accounts):	\$65,104.40	Line 48
Plus GIC Total Value:	\$35,648.12	Line 49
Plus Cash in hand (includes Petty Cash)	\$583.89	Line 22
Plus Float:	\$30.00	Line 46
Less Outstanding fees:	<u>\$10.50</u>	Line 43
	Equals:	
	\$ 101,355.91	Line 51

Revenues

Revenues for the year totaled \$46,268.30, as detailed below. Line 21

Net Shed Line 9

The total Net Shed revenue for the 2016/17 year was \$18,868.25. Amounts received for each day are detailed in the Appendix.

Concerts Line 13

We received \$2,564.51 from the concert series. Amounts received for each concert date are detailed in the Appendix.

Memberships

We had 77 members sign up this year yielding a total of \$231 in fees. Line 10

Donations

The Building Fund Campaign attracted significant donations over and above those described below as "Other Events". Revenues were obtained through cash, cheque and PinPad donations, as well as through CanadaHelps.

Total donation revenues were: \$23,545.75 Line 11

These include revenues from:

- Non-Event Donations \$16,696.75
- Dan Needles \$3,475.00
- Christmas Campaign \$2,879.00
- Trunk Sale \$495.00

Net Donations were: \$20,924.17

Of the donations received from individuals, \$6,645.00 came through CanadaHelps.

Forty three (43) tax receipts totaling \$8,665.00 were issued by the Friends. A further nine (9) tax receipts totaling \$4,100.00 were issued by CanadaHelps.

These tax receipts were issued for the tax year of 2017, so do not include any donations made in the tax year 2018.

Other Events

Several "Events" were held as detailed below. Gross receipts were \$6,849.00, net gain was \$3,739.92.

Alan Doyle

Alan Doyle performed at the Meaford Hall in October of 2017. The Friends aided the library by paying the hall rental fee of \$650 + Tax. We did not collect any revenues from this event.

Dan Needles

The Friends collaborated with the library to bring Dan Needles to the Meaford Hall. in this case (unlike with Alan Doyle) the Friends collected ticket revenues including those from CanadaHelps. We also paid for the advertising required.

Revenues from Ticket Sales were: \$3,475.00

Expenses were: \$1,999.87

Net Gain: \$1,475.13

Christmas Campaign

The Friends mounted a fund raising campaign to aid the building of the new library. Small Christmas decorations were created and given to people who made donations to the fund.

Revenues: \$2,879.00

Expenses: \$374.71

Net Gain: \$2,504.29

Trunk Sale

The Friends collaborated with the Building Fund Campaign in holding a "Trunk Sale" . Total revenues from this sale were \$495.00. There were no expenses.

We received **HST rebates** this year totaling \$1,058.79 Line 14

The grand total of all revenues was:

Net Shed	\$18,868.25	Line 9
Memberships	\$231.00	Line 10
Donations	\$23,545.75	Line 11
Concerts	\$2,564.51	Line 13
HST Rebate	\$1,058.79	Line 14
Total	\$46,268.30	Line 21

GIC transfer to Bank Line 15

This line reflects the GICs that have matured (8055620-05, 8055620-06 & Entegra 110280617447) during this fiscal year. It is not considered to be "Revenue", but is used to reconcile the bank balance and to maintain the running total of the remaining GICs.

GIC interest Line 16

This line item records the amount of interest reported by the Canadian Revenue Agency (CRA). It represents the GIC interest paid and/or compounded during the 2017 calendar year. This interest is captured under "GIC transfer to Bank" (Line 14) or under "Accrued GIC Interest" (Line 23) and is necessarily split between our fiscal years.

Accrued GIC Interest Line 23

Interest on our GICs accrues daily, but is compounded only yearly, and is paid at maturity. This is not considered to be "Revenue", nor does it contribute to the bank balance (until it matures). When a GIC matures, its contribution to Line 23 is removed, and shows up in Line 14 (GIC transfer to bank).

Accrued GIC Interest is included in the "GIC" value (Line 49), and in the "Total Cash balance", Line 51.

Revenues received but not Banked Line 22

This line represents cash received, but not deposited by year-end. It is included in "Total Revenues" (Line 21), but not in the "Closing Bank Balance", Line 48. It includes unspent amounts in Petty Cash.

Disbursements

Disbursements for the 2017/18 fiscal year totaled \$15,011.26 as detailed below.

• Meaford Hall Rental	\$1,600.00	Line 25
• Equipment Purchases	\$5,197.51	Line 26
• HST Paid	\$1,232.32	Line 27
• PST Paid	\$100.00	Line 29
• GST Paid	\$31.44	Line 28
• Bank Charges	\$179.06	Line 30
• CanadaHelps	\$319.82	Line 31
• Lawn maintenance	\$515.00	Line 32
• Volunteer Appreciation	\$100.00	Line 33
• Newspapers	\$1,779.33	Line 34
• Insurance	\$1,250.00	Line 35
• Miscellaneous	<u>\$2,706.78</u>	Line 37
Total	\$15,011.26	Line 39

Meaford Hall Rental Line 25

Meaford Hall required rental payments of \$650 + Tax for both Alan Doyle and Dan Needles. In addition, Meaford Hall requested \$300 + Tax for a second technician required by Dan Needles' performance. The total expense of \$1,600 is shown on line 25. The tax is included in the HST line item.

Equipment Purchases Line 26

In July the Friends replenished the library's supply of patron cards. The cost was \$897.51. No HST applied since the purchase was from a US company.

In November, the Friends renewed the Library's Hoopla account in the amount of \$4,300.00 + Tax.

HST paid

Line 27

The Friends paid a total of \$1,247.30 in HST:

- \$559.00 for Hoopla
- \$66.95 for lawn maintenance.
- \$139.79 for Newspapers
- \$247.26 for the Dan needles event (Hall rental, advertising)
- \$84.50 for the Alan Doyle event (Hall rental)
- \$17.86 for Net Shed shelf improvements
- \$9.32 for PinPad expenses (Bell Mobility, TD Bank)
- \$43.11 for Christmas Fund Expenses
- \$39.00 for Advertising
- \$7.93 for a table banner
- \$1.95 for AGM Refreshments
- \$30.63 for Building Fund Expenses (Petty Cash)

PST Paid

Line 29

\$100 to Brokerlink for insurance.

GST Paid

Line 28

We paid \$33.76 in GST because Rexall (our supplier for the Toronto Star and Globe & Mail) have not been charging us PST in all cases.

Bank Charges

Line 30

The Friends incurred bank charges of \$179.06, including approximately \$120 for the PinPad rental.

CanadaHelps

Line 31

The Canada Helps organization charged us fees of \$272.06 to handle donations and ticket sales (for Dan needles). This line also includes a \$47.76 charge because one of the Dan Needles attendees declined to pay the charge on their Visa card.

Lawn Maintenance

Line 32

The Friends paid \$515.00 + Tax for lawn maintenance. We started the year using Simon Outdoor Contracting, Inc., but switched to Green Side Up for improved service.

Volunteer Appreciation

Line 33

This item consists of a gift card for Norm McKay, the owner of the building we use for the Net Shed book shop.

Newspapers

Line 34

The Friends paid a total of \$1,762.03 + Tax for newspaper subscriptions for the library.

Subscriptions include:

- Meaford Express
- Meaford Independent
- Globe& Mail
- Toronto Star
- Owen Sound Sun Times

Insurance

Line 35

The Friends paid \$1,250 to Brokerlink for insurance, plus \$100 for PST.

Miscellaneous

Line 37

Miscellaneous expenses totaled \$2,471.30 + tax and consist of :

- \$22.98 AGM Refreshments
- \$75 Gift Cards for retiring members of the executive
- \$137.37 Upgrades to shelves in the Net Shed
- \$332 to Postmedia for Dan Needles event
- \$359.64 GoDaddy for ISP services related to our website
- \$331.60 Expenses related to the Christmas Campaign
- \$300 to Bayshore Broadcasting for Dan Needles event
- \$165 to Metroland Media for Dan Needles event
- \$155 to TMI publications for Dan Needles event
- \$61.05 to BannerBuzz for table covering
- \$300 to Dynamic Local Promotions for Advertising
- \$51.67 to Bell Mobility for phone contract (for Pin Pad)
- \$179.99 to BannerBuzz for banner

Petty Cash Disbursements (Included in Miscellaneous)

The Building Fund Committee incurred expenses of \$235.48 + Tax, consisting of:

- \$87.95 Postage
- \$134.54 Thank you cards
- \$12.99 Shipping

Net Proceeds

Line 36

The net proceeds for the 2017/18 fiscal year were:

Net Proceeds = Revenues - Disbursements = \$46,268.30 - \$15,011.26 = \$31,257.04

Year/Year change = \$101,355.91 - \$ 69,304.16 = \$32,051.75

The year/year change exceeds the net proceeds by the amount of accrued interest on the GICs, \$794.71.



MEAFORD BRANCH
53 SYKES ST N
MEAFORD, ON N4L 1V9

TD Canada Trust

Tel: 1-866-222-3456
TTY: 1-800-361-1180

TDCDA11100_1268700_009 E D 03008 03091

FRIENDS OF THE LIBRARY
TREASURER
15 TROWBRIDGE ST W
MEAFORD ON N4L 1V4



Statement of Account		Account Type		Statement From - To	
Branch No.	Account No.	BUSINESS CHEQUING ACCOUNT - CAD COMMUNITY PLAN		APR 28/17 - MAY 31/17	
3008	0376-5206701			Page 1 of 2	
DESCRIPTION	CHEQUE/DEBIT	DEPOSIT/CREDIT	DATE	BALANCE	
BALANCE FORWARD			APR28	7,079.54	
CHQ#00119-1144907436	218.04		MAY23	6,861.50	
MONTHLY PLAN FEE	1.95		MAY31		
ACCT BAL REBATE		1.95	MAY31	6,861.50	
1 CHQ ENCLOSED NEXT STATEMENT DATE IS JUN 30/17					
MONTHLY AVER. CR. BAL.		\$7,016.23		No.	Amount
MONTHLY MIN. BAL.		\$6,861.50		Credits 1	1.95
DEP CONTENT- CASH 0	ITEMS 0	UNC BATCH 0		Debits 2	219.99

JTA1366724-0005853-03081-0001-0001-00-

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Please ensure that you report in writing any errors or irregularities found within this statement within 30 days of the statement date. If you do not, the statement of account shall be conclusively deemed correct except for any amount credited to the account in error.

Accounts issued by: THE TORONTO-DOMINION BANK

Account Activity

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Account: **COMMUNITY PLAN - 5206701 \$65,720.50**

Current Balance **Available Balance**
\$65,720.50 **\$65,720.50**

Balance Date: Jun 06, 2018

View [30 days](#) | [60 days](#) | [90 days](#) | [120 days](#)

Search by Month (up to 18 months)

Month Year

From

Your transactions for **May 2018**

Date	Transaction Description	Withdrawals	Deposits	Balance
May 31, 2018	SERVICE CHARGE	2.50		\$65,108.40
May 31, 2018	ACCT BAL REBATE		1.95	\$65,110.90
May 31, 2018	MONTHLY PLAN FEE	1.95		\$65,108.95
May 31, 2018	Deposit at Home Branch		2,369.10	\$65,110.90
May 28, 2018	TD VISA23400879		20.00	\$62,741.80
May 28, 2018	TD IDP 23400879		39.00	\$62,721.80
May 28, 2018	TD IDP 23400879		25.00	\$62,682.80
May 28, 2018	TD VISA23400879		22.00	\$62,657.80
May 25, 2018	CANADA HELPS DON		965.00	\$62,635.80
May 22, 2018	Deposit at Home Branch		1,907.05	\$61,670.80
May 22, 2018	TD IDP 23400879		40.00	\$59,763.75
May 14, 2018	View Cheque CHQ#00157-4144849725	172.40		\$59,723.75
May 14, 2018	View Cheque CHQ#00159-4143512868	179.99		\$59,896.15
May 14, 2018	TD IDP 23400879		25.00	\$60,076.14
May 11, 2018	CANADA HELPS DON		9.65	\$60,051.14
May 08, 2018	View Cheque CHQ#00155-3141986291	250.00		\$60,041.49
May 08, 2018	View Cheque CHQ#00156-0147771791	58.39		\$60,291.49
May 04, 2018	CANADA HELPS DON		19.30	\$60,349.88
May 01, 2018	TDMS STMT APR BUS	19.95		\$60,330.58
Total :		\$685.18	\$5,443.05	

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All transactions to the close of the previous BUSINESS day will be downloaded. [View supported versions of the software downloads.](#)

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Appendix

Net Shed Revenues

The following tables show the NetShed revenues on a day-by-day basis. Also shown are monthly totals. The grand total for the 2017/18 season was \$18,868.25.

2017			
Date	Day	Receipts	Monthly
3-Jun-17	Saturday	\$461.95	
4-Jun-17	Sunday	\$233.65	
10-Jun-17	Saturday	\$344.20	
11-Jun-17	Sunday	\$329.70	
17-Jun-17	Saturday	\$367.30	
18-Jun-17	Sunday	\$318.95	
24-Jun-17	Saturday	\$260.85	
25-Jun-17	Sunday	\$385.00	\$2,701.60
1-Jul-17	Saturday	\$711.39	
2-Jul-17	Sunday	\$395.55	
3-Jul-17	Monday	\$242.25	
7-Jul-17	Friday	\$156.82	
8-Jul-17	Saturday	\$454.50	
9-Jul-17	Sunday	\$333.90	
14-Jul-17	Friday	\$88.10	
15-Jul-17	Saturday	\$482.90	
16-Jul-17	Sunday	\$308.65	
21-Jul-17	Friday	\$211.96	
22-Jul-17	Saturday	\$366.10	
23-Jul-17	Sunday	\$470.95	
28-Jul-17	Friday	\$195.86	
29-Jul-17	Saturday	\$510.55	
30-Jul-17	Sunday	\$424.45	\$5,353.93
4-Aug-17	Friday	\$63.70	
5-Aug-17	Saturday	\$636.95	
6-Aug-17	Sunday	\$452.69	
7-Aug-17	Monday	\$248.58	
11-Aug-17	Friday	\$195.85	
12-Aug-17	Saturday	\$251.04	
13-Aug-17	Sunday	\$383.20	
18-Aug-17	Friday	\$179.90	

19-Aug-17	Saturday	\$252.05	
20-Aug-17	Sunday	\$309.11	
25-Aug-17	Friday	\$180.20	
26-Aug-17	Saturday	\$412.85	
27-Aug-17	Sunday	\$247.25	\$3,813.37
1-Sep-17	Friday	\$301.85	
2-Sep-17	Saturday	\$49.60	
3-Sep-17	Sunday	\$586.35	
4-Sep-17	Monday	\$309.90	
9-Sep-17	Saturday	\$371.75	
10-Sep-17	Sunday	\$279.85	
16-Sep-17	Saturday	\$341.95	
17-Sep-17	Sunday	\$279.70	
23-Sep-17	Saturday	\$281.65	
24-Sep-17	Sunday	\$222.35	
30-Sep-17	Saturday	\$565.45	\$3,590.40
1-Oct-17	Sunday	\$361.00	
7-Oct-17	Saturday	\$328.40	
8-Oct-17	Sunday	\$371.00	\$1,060.40

2018

Date	Day	Receipts			Monthly
		Cash	PinPad	Total	
23-Feb-18	Friday	\$363.95	0	\$363.95	
24-Feb-18	Saturday	\$169.20	0	\$169.20	\$533.15
19-May-18	Saturday	\$551.95	\$0.00	\$551.95	
20-May-18	Sunday	\$353.45	\$0.00	\$353.45	
21-May-18	Monday	\$309.90	\$40.00	\$349.90	
26-May-18	Saturday	\$276.75	\$25.00	\$301.75	
27-May-18	Sunday	\$227.35	\$61.00	\$288.35	\$1,845.40

Concert Revenues

Total revenues for the year were \$2,564.51

Date	Amount Received
2-Jul-17	\$ 89.20
9-Jul-17	\$ 437.65
16-Jul-17	\$ 116.55
23-Jul-17	\$ 335.80
30-Jul-17	\$ 153.10
6-Aug-17	\$ 197.21
13-Aug-17	\$ 132.00
20-Aug-17	\$ 309.10
27-Aug-17	\$ 637.40
4-Sep-17	\$ 156.50

Dan Needles Event

This table shows the actual revenues and expenses of the Dan Needles event, including HST , some of which we will recoup from the government.

Dan Needles		
	139	Paid Attendance
Revenues		
	Tickets	\$ 3,475.00
	Total	<u>\$ 3,475.00</u>
Expenses		
	CanadaHelps Fee	\$ 25.76
	Meaford Hall	\$ 1,073.50

	Bayshore Broadcasting	\$ 339.00
	Post Media	\$ 375.16
	Metroland Media	\$ 186.45
Total		<u>\$ 1,999.87</u>
Net Gain		<u><u>\$ 1,475.13</u></u>

Christmas Campaign Event

The following table shows the actual revenues and expenses for the Christmas Campaign. HST is included, even though we will recoup some of it from the government.

Xmas Fund		
	41 Donors	
Revenues		
	Donations	\$ 2,879.00
Total		<u>\$ 2,879.00</u>
Expenses		
	Stedman's	\$ 11.19
	Michael's	\$ 246.64
	Michael's	\$ 33.87
	Michael's	\$ 83.01
Total		<u>\$ 374.71</u>
Net Gain		<u><u>\$ 2,504.29</u></u>

Friends of Meaford Library
Annual General Meeting
Thursday June 28, 2018

REPORTS

President's Report

This was my first year as President. It has provided me a bit of a learning curve catching up on all the wonderful things that the Friends of the Meaford Library (FOML) has done over the years. I am fortunate we have such a dedicated group of volunteers to help me along the way.

This year we said goodbye to Gillian Bigl, long time member and President of the FOML. Gillian took a reprieve from the working world as she and her husband retired to British Columbia. We are most thankful to Gillian for her commitment and efforts over the years. We also lost Audrey Lamrock from the board. We send our best to Gillian and Audrey.

The past year has seen quite a lot of change and activity for the FOML. As most people are aware, Meaford has committed to building a new library and the FOML is proud to be a partner in the fund-raising initiative to support the new library. The FOML has developed an on-line presence this year by establishing a web site at www.friendsofmeafordlibrary.ca As well as providing a main portal for people to donate to the new library campaign we hope that we can improve our linkages with the members and the public on the activities and events of the FOML.

Another thrilling development is the Friends ability to take credit card and debit payments. We have an electronic pay pad that can be used at events as well as at the Net Shed and at the Concert series. I won't steal their thunder - the Net Shed Coordinator and Concert Coordinator reports provide the exciting details of those initiatives.

New this year was the Friends sponsorship of Meaford Public Library's (MPL) author events. It has been very exciting working on new initiatives with the MPL. Again this year we were pleased to sponsor the library's subscription to the HOOPLA service which provides online audio, video and ebook material to library patrons. The use of the service has grown since it began at MPL in January 2017.

The Friends look forward to another exciting year as our community works toward to a new library, with construction scheduled to begin in early 2019. The FOML will be hard at work supporting the campaign as well as undertaking activities that continue to support the programs and services at the Meaford Public Library.

Thank you to all the FOML members, volunteers, fellow board members, the library staff and members of our community that support the Friends and make the work so enjoyable.

Submitted by Peter Bantock

Membership Coordinator Report

We were very pleased with the increase of membership for 2017. With so many new members on the FOML committee and board they have attracted their friends and new members. We have a total of 69 paid membership with 19 new members and 10 Associate members.

The new members have been eager as volunteers for the Net Shed and have spent time with taking shifts on weekends, helping with our fundraising and all sorts of duties to keep the Net Shed as friendly and attractive to visitors and our regular patrons.

Jane Leckenby

Promotion and Publicity Report for 2017/2018

- ❖ Friends of Meaford Library logo “little angel” clarified and improved by Jenn Brebner, Marketing and Graphic Design Coordinator (Meaford Hall) allowing fuller use of logo on print and digital marketing materials.
- ❖ Design and writing of FOML newsletter, Winter 2017 and Spring 2018 produced and distributed by email and direct mail. Also, Meaford Public Library produced extra copies for distribution and display in-house.
- ❖ Design and purchase of Friends banner (approximately 72” x 30”) for display at FOML events.
- ❖ Design and purchase of Friends table cover (approx.. 8’ x 2.5’) for display at FOML events.
- ❖ Design and distribution of posters advertising Rotary Pavilion Summer concerts, weekly display at the Pavilion and Memorial Park, Paul Wehrle organized concert line-up and supplied photographs of groups appearing each Sunday.
- ❖ Supplied content to Friends website developed by Peter Bantock.
- ❖ Attended Net Shed orientation session and volunteering at the Net Shed various weekends.

Thank you to all the volunteers and MPL staff who helped me with my new duties, answered my dumb questions and generally made the experience worthwhile and appreciated.

Fred Kennedy

Net Shed Report

Friends of Meaford Library's trademark enterprise, for 25 years now, is the Net Shed Book Store, open every summer from Victoria Day through to Thanksgiving weekend. The bookstore could not operate without its volunteers. We greet customers, field and sort donations of books, rush out with plastic tarps to cover the picnic table books if it starts to rain, and generally keep the shop turning over.

Our operational overhead is about 3%. Everything else goes to the librarians to fund their projects. The books aren't priced - payment is by donation, whatever they care to give.

The books are donated to us. The McKay family here in town give us use of their building for free. Everyone you see in the store is a volunteer. The desk staff are the backbone of our bookstore. Without their many hours work, showing up for their shifts, smiling at customers, making them feel welcome, explaining to them who we are and what we do, sorting and shelving donated books, we couldn't open our doors.

Let me talk a little about the process of handling book donations. They arrive in the Shed during our open hours. The boxes have to be placed in a tidy and safe manner – keeping the aisles open - until we can unpack them. Please bear in mind that working with books is very physical. The boxes are usually on the floor, so there's bending and lifting. And books are heavy.

Every week we get 10 or more boxes of books donated to us. Each box has to be gone through, each book taken out, looked at, evaluated, one at a time. There's only ONE criterion for deciding to keep or reject a donated book: can we sell it?

At the end of business each weekend, there is invariably work still to be done. This is where the new Wednesday Team comes in, experienced volunteers who know what we can sell and what we can't. Each Weds we go in and deal with whatever book donations the desk staff were unable to get to. On average there are 3 to 4 people in, working about 2hr each – at that point we're tired – books are heavy, remember. We box up our overflowers – as many as 10 or 15 boxes – that one or more volunteers drives to other thrift stores.

We also rely on our open-and-close teams. 'Team' here means two people, at least one of whom can carry heavy flats of paperbacks up and down the Shed stairs. They have keys to the Shed, and are responsible for arriving at the Shed a little before opening, carrying the flats of mass-market paperbacks out to the picnic table – or making the 'rain call', and not carrying them out. Setting out the chairs, the big heavy sandwich board signs, making the Shed ready for customers. And the evening they do the same in reverse and deliver the day's cash take to the treasurer.

New for the 2018 season - our desk staff is doing very well getting used to the new pinpad technology, which takes all cards, credit or debit. We hope having the Interac set-up will mean more, and larger, donations. Some charities report a 20-25% increase. All our volunteers are promoting it, and we hope to see a noticeable increase in donations because of it. Many thanks to Jim Brown, our treasurer, who has put many hours into setting it up.

Dinah Shields

Concert Report

The summer concert series organized by The Friends of the Meaford Library once again had a very successful season at the Meaford Rotary Harbour Pavilion. It was another great series of concerts held every Sunday Evening. This was the 21st year for the concert series and it is one of the major fund-raisers for the Friends of the Library. As always, the Friends has attempted to bring you many of the local favourites as well as a smattering of new faces. The concerts started at 7:00 p.m. and go as long as the performers are willing to entertain ... remembering of course that all of them donate their time and talents to put on these concerts. The Friends are very, very grateful for the generosity of all these wonderful people.

2017's lineup began with the perennial startup concert on the last Sunday in June featuring, as we have for most years, the ever favourite Waverley Rice and Bayview Country including a guest appearance by Scott Merrifield. However, afternoon thunderstorms forced a cancellation. Waverley and his band put together a make-up concert later in the summer ... with the heartfelt thanks of the Friends and his many devoted followers

The next weekend as part of July 1st celebrations, the popular Browns did a wonderful collection of favourite ballads and tunes mostly from the Rock 'n Roll era. Next year the Browns have agreed to return providing us with a bit of a sing-along plus entertaining with oldies but goodies.

The Friends were asked if the concert for second weekend in July could be included in the Peaks Festival. This was the normal weekend for Beverly Taft (more about her in a moment) but she couldn't make it. Fortunately, one of our other highly popular groups "Bored of Education", stepped up and really did Meaford proud as part of the Festival. This year, a fantastic talent from the area, returned after a several year hiatus. Jennifer Robertson on guitar and vocals, accompanied by Donna Farrow on keyboards put on an eclectic mix of 70s, 80s and 90s tunes largely made popular by female performers. It was a great musical evening down memory lane.

The last Sunday in July brought the ever-popular Valley Concert Band ... our own friends and neighbours performing for us. For the Band, this is a special commitment and they work hard all year preparing for the concert. It features something for everyone, from marches, to show tunes and popular ballads. Sorry, no rap!! The Valley Concert Band is a delight each and every year. This year, the Friends wish to acknowledge the Band's loss of one of their long serving members. Kevin Knight, his playing partner, performed a wonderful tribute in his memory.

Meaford's Allan Johnson seems to have nailed down the spot on the August holiday Sunday. He entertains with a mix of Caribbean favourites and his own compositions. And of course, the anthem of the evening is his award-winning composition, "Meet Me in Meaford". This is a real toe-tapping, hand-clapping evening for all ages.

The following Sunday, stepping in at short notice because of a last-minute cancellation was Bill Monahan, entertaining the home crowd with his signature style and an evening featuring mostly his own delightful, home-spun compositions. A great evening! Many thanks Bill, it was really, really short notice.

And this year in mid-August, back for her 10th appearance, Beverly Taft brought you her stylings of favourites from the 1920, 30 and 40's Big Band era. She is a featured performer at many quiet, intimate restaurants and clubs in Toronto, Ottawa and Los Angeles. She has also made bistro appearances on tour in France and Japan. See her web site at www.beverlytaft.com . Her evening is a really special treat for Meaford.

The ever-talented Beaker is now associated with the group "River and Rock" and he persuaded them to come and do a concert for the Friends. Another Rock 'n Roll evening with a smattering of their own compositions provided the audience with a great show and a great follow-up to Beverly. Incidentally, Beaker has been a marvelous help with the organization of these concerts ... I mean, he knows everyone!

And this is where we fit Waverley back in. Actually, it was Martin's Sunday originally but during the discussions of where we could organize a date for Waverley, Martin offered up his time. We also managed to get the word out and most of Waverley's fans were there. The last date was a Dixie-Land Jazz combo called "The Regal Jazz Band" and what a treat they were. They focused on the Dixie but managed to put in a few "swing" numbers. Each number gave the performers a solo shot and none disappointed. WOW!

I have to grant a few more accolades, not for performances but for the help putting this series together and advertising it. Bill Murdoch and the CFOS gang provide a lot of publicity and recognition without which we would have far smaller turnouts. This also goes for the Jewel 99.3 FM and 95.1 The Peak FM who both publicize our concerts as part of their public service announcements. And last, but far from "least", there is "The Independent" ... a wonderful Library and Friends supporter ... thanks Stephen!

Grateful to all our patrons and all who help! See ya this summer!!

Paul Wehrle

FRIENDS OF THE MEAFORD LIBRARY CONSTITUTION

The Friends of the Meaford Library, hereinafter called the Friends, is a benevolent, voluntary and charitable association. The business of the Friends shall be carried on without purpose of gain for its members. Any profits or other accretions to the Friends shall be used only to promote its aims and objectives.

Aims and Objectives of the Friends

The aims of the Friends shall be to:

enhance and support the extension and improvement of the services and resources of the Meaford Public Library,

foster public support for the Library and its development,

promote and increase community awareness of the Library,

encourage donations and bequests

Methods of Action

The Friends may undertake all manner of lawful activities to raise funds or to obtain materials in support of the Library. The Friends may also undertake activities that afford the membership opportunities to broaden their knowledge in the context of Library activities, including networking with Friends groups for other libraries.

The Executive Committee of the Friends may disburse any or all net revenues, materials or the proceeds or interest thereon to the Library on the condition that these materials or funds are acceptable to the Library and that they are considered by the Library Board and the Municipal Council to be in addition to and in no way in diminution of the regular budgeted funds provided by the municipality or the province.

Membership

All individuals and organizations interested in the purpose of this organization shall be eligible for membership upon payment of dues. Each individual member shall be entitled to one vote.

Any person who has performed distinguished community service may, on the recommendation of the Executive Committee, be elected by the organization as an Honorary Member without dues.

Governance of Association

The officers of the association consisting of President, Vice-President, Secretary and Treasurer shall be elected biennially at the Annual General Meeting, normally held in June. Additional members of the Executive Committee will be comprised of the Chairs of approved committees and designated members-at-large appointed by the Executive Committee.

A Nominating Committee shall prepare a slate for the positions to be filled on the Executive Committee. The nominations shall be submitted in writing and posted in the Library two weeks prior to the Annual General Meeting. Additional nominations may be made from the floor with the consent of the nominees.

Officers shall assume their official duties immediately at the annual meeting and shall serve for a term of two years. A person shall not be eligible to serve more than two consecutive terms in the same office.

If an Executive Committee member does not, or cannot complete his/her term, the Executive Committee shall appoint someone to fill the vacancy for the un-expired term.

The Chair or delegate of the Meaford Public Library Board shall be invited to attend regular and executive meetings of the Friends and is a non-voting member of the Executive of the Friends of the Library.

Meetings of the Friends are public except when, as determined by the Executive Committee, items of a confidential personal nature may have to be discussed in camera.

Trust Funds

The Friends may invest and manage funds arising from revenues collected. The interest on such funds will normally be distributed as part of the ongoing Library support program.

Financial Responsibilities

The Executive Committee, shall decide at the end of the fiscal year, May 31 whether to conduct a full audit engagement, a review engagement or a compilation.

No member of this association shall be held personally liable financially in connection with any of its undertakings.

The association's liabilities shall be limited to its common funds and assets.

Neither the Executive Committee nor the Officers shall have any authority to borrow money or to incur any indebtedness or liability other than current expenses, in the name of or on behalf of the organization.

No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or in the bank after deducting from, or providing for, the total of all unpaid accounts and unpaid obligations and liabilities.

Financial signing authorities on behalf of the Friends shall be limited to the President of the Friends, the Secretary of the Friends and the Treasurer of the Friends. All transactions or payments must be ratified by at least two of the three signing authorities.

Amendment of the Constitution

Amendments to the Constitution must be duly moved and seconded by members of the Friends of the

Meaford Library in good standing, must be published at least 30 days prior to the meeting at which the vote will be held, and must be carried by a two thirds majority of the members present. The amendment to the Constitution must be ratified by a 2/3 majority of those voting members present at the Annual General Meeting.

Dissolution of the Friends

Should the Friends decide to dissolve itself, the net proceeds and net capital of any investment funds and any other monies or materials on deposit shall be disbursed to the Meaford Public Library within one year.

Dissolution of the Public Library

Should the Meaford Public Library be dissolved or cease to operate, the net proceeds and net capital of any investment funds and any other monies or materials on deposit shall be disbursed to the Municipality of Meaford or any other charitable community organization(s) as approved by the Executive Committee and ratified by the Members at a Special Meeting within one year.

Revisions approved at the Friends of the Meaford Library, Annual General Meeting, June 28, 2018

President _____
Peter Bantock

Secretary _____
Leslie Ransom

FRIENDS OF THE MEAFORD LIBRARY BY-LAWS

ARTICLE I- MEMBERSHIP AND DUES

- 1) Individual membership fees are due annually within the calendar year.
- 2) The Executive Committee sets the annual membership fees.
- 3) Each individual member shall be entitled to one vote.
- 4) Membership lists are intended for the sole use of the Friends of the Meaford Library. If an organization or individual wishes to use the membership list, permission must be obtained from the Executive Committee.
- 5) Members in good standing are members whose dues are fully paid.

ARTICLE II- OFFICERS AND EXECUTIVE COMMITTEE

1. The Officers of The Friends of the Meaford Library consist of the President, Vice-President, Secretary, and the Treasurer.
2. The Officers shall hold their positions for a period of two years.
3. The Executive Committee shall consist of the four Officers, the Past President the Chairs of each approved committee and designated members-at-large appointed by the Executive Committee.
4. The Executive Committee makes decisions on behalf of the Friends, as defined by the Constitution and By-laws. This includes decisions regarding fundraising and other activities, and the dispersal of funds on behalf of the Library.
5. The duties and responsibilities of the Officers and Committee Chairs shall be defined in the position descriptions approved by the Executive Committee and attached as Appendix A.
6. Funds to be expended in accordance with the purpose of the Friends up to \$100 may be decided by an individual Executive Committee member. Expenditures in excess of this amount must be approved by two-thirds majority of the Executive Committee.
7. Outgoing officers shall deliver to their successors in office all records and other materials belonging to their office at the close of term.
7. Members of the Executive Committee who are absent from 3 consecutive Executive Committee meetings without notice may be asked to resign.
8. No remuneration shall be paid to members of the Executive Committee. However, members may be reimbursed reasonable expenses incurred in carrying out their duties as approved by the Committee.

ARTICLE III- NOMINATING COMMITTEE AND ELECTION PROCESS

1. A nominating committee shall be established in April of an election year and shall consist of 3 members, one of whom shall be an Executive Committee member. The nominating committee shall present a slate of officers for the Annual General Meeting (AGM) to be held in June of the election year.
2. At the AGM of an election year, the outgoing President shall conclude the business of the regular meeting, and invite the Chair of the Nominating Committee to present the proposed slate of officers for the next term.
3. After nominations have been invited from the floor, and nominations have been closed, the officers of the Friends shall be elected or acclaimed. Upon request of any member of the Friends, the vote for such elections may be by secret ballot.
4. Upon completion of the said election, the newly elected officers shall assume their responsibilities immediately.

ARTICLE IV- MEETINGS

1. Membership Meetings. An annual general meeting shall be held and shall include, but not be restricted to, as agenda items;
 - a. Acceptance of the minutes of the previous AGM.
 - b. Annual Report presented by the President or designate.
 - c. An audited financial statement presented by the Treasurer to the year-end of May 31st.
 - d. A proposed annual budget for the next calendar year.
 - e. Identified proposed projects for membership review and approval.
 - f. Election of Officers as required.
 - g. Appointment of Chairs of committees as required.
 - h. The quorum at any general meeting shall consist of the members present plus two thirds of the Executive Committee.
2. Special General Meetings
 - A special general meeting may be called by the President or at the request of any member of the Executive Committee. The meeting shall deal only with matters for which the meeting was called.
 - Notification of General Membership Meetings
 - Dates of general membership meetings shall be published at least two (2) weeks in advance of the meeting date. General notification may be through such sources as the Library bulletin boards, newsletters, and community event calendars.

Executive Committee Meetings

- a. The Executive Committee shall meet at least bi-monthly with the exception of December and January when meetings are at the discretion of the Executive Committee.
- b. Between each general membership meeting, the Executive Committee has the governance of the Friends. It will receive reports as deemed appropriate from the Secretary, Treasurer, Vice-President, and President, and Chairs of committees. It will decide and act upon such matters as it deems to be in the general interest of the Friends.
- c. A majority of the Executive Committee shall constitute a quorum. Proxies are not allowed.
- d. All Executive Committee and other meetings are open to the membership of the Friends. Only members of the Executive Committee may vote at Executive Committee meetings.

1. Meeting Management

...Roberts Rules of Order are used.

ARTICLE V- WORKING RELATIONS WITH LIBRARY BOARD

- 1. The President or designate will present information concerning the activities of the Friends to the Library Board at regular or specially called Board meetings.
- 2. The Chair of the Library Board or delegate shall be invited to attend the public sessions of general membership and Executive Committee meetings of the Friends as a guest in the interest of good relations and direct communication. This delegate of the Library Board is a non-voting member of the Executive Committee; is requested to present a Report from the Library Board; and, shall be allowed to participate in all discussions.

ARTICLE VI - AMENDMENT OF THE BY-LAWS

- 1. Amendments to the By-laws, duly moved and seconded by Friends of the Library members in good standing, must be submitted to the Executive Committee of the Friends of the Library at least 30 days prior to the Annual General Meeting.
- 2. Upon compliance with Section VI.1, the amendment to the By-laws must be ratified by a two thirds majority of those voting members present at the Annual General Meeting.

President _____

Secretary _____

APPENDIX A

FRIENDS OF THE MEAFORD PUBLIC LIBRARY TERMS OF REFERENCE

EXECUTIVE COMMITTEE

The mandate is to conduct the business of the Friends of the Meaford Public Library.

The Executive Committee consists of:

President	Vice President
Secretary	Treasurer
Past President	All committee chairs and members-at-large as designated

The Executive Committee approves formation and membership of all standing committees on an annual basis and approves ad hoc committees on an as required basis. Committees so formed normally consist of a Chair (who becomes a member of the Executive Committee) and two or more members of the Friends.

The Executive Committee determines and approves annually the fund raising activities for the year.

PRESIDENT

Chairs all meetings of the Executive Committee where possible, and if absent, shall be represented by the Vice President

Co-signs all eligible bills for payment in conjunction with Treasurer

Proposes formation of committees as required in consultation with Executive Committee

Calls meetings as scheduled or as required at request of any member of the Executive Committee

Represents Friends at all relevant public meetings and activities, and encourages and designates representatives as required

Serves as official liaison with the Library Board and the Librarian/CEO

Maintains contacts and relationships with other Friends groups, and conveys relevant information and ideas to the Executive Committee

Serves as ex officio member of Friends committees as designated by the Executive Committee

VICE PRESIDENT

Is an Officer of the Organization and serves as a member of the Executive Committee Performs duties of the President in the absence of the President

Is expected to assume position of President at the end of President's term

Serves as ex officio member of Friends committees as designated by the Executive Committee

SECRETARY

Is an Officer of the Organization and serves as a member of the Executive Committee

Records minutes of the meetings and prepares a report for future meetings

Maintains the minutes of all meetings

Assists with correspondence of the Executive Committee

TREASURER

Is an Officer of the Organization and serves as a member of the Executive Committee

Maintains the financial books and records of the Friends Manages

the day to day banking and accounting of the Friends

Co-signs all eligible bills for payment in conjunction with President or the Secretary

Prepares monthly and year end statements as required including filing yearly tax forms, and documents required to maintain the Friends charity status.

PAST PRESIDENT

Serves as resource for the President and Executive Committee

Serves as ex officio member of Friends committees as designated by the Executive Committee

STANDING COMMITTEES OF THE FRIENDS

NOMINATING COMMITTEE

Membership: Chair, and at least two members (only one of the three may be a currently serving Executive Member). All members are appointed for the period of the mandate.

1. The mandate is to convene in March of an election year and carry out the following tasks:
2. Canvass the currently serving Executive Members and determine which of them wish to stay on and which positions they wish to be considered for.
3. Canvass the membership at large for any who wish to be considered for Executive positions and which positions they wish to be considered for.
4. Compile a list of Executive positions and names of those wishing to be considered for those positions.
5. Ensure that the key positions of President, Vice President, Secretary, and Treasurer all have at least one candidate willing to stand for each position.
6. Present the list of positions and corresponding names to the Executive Committee at the May Executive Meeting.
7. The Chair, if not standing for any of the key positions, will chair the election process at the Annual General Meeting. If the Chair is standing for a key position, one of the other members of the committee will chair the elections, otherwise the Committee is to recommend an appropriate paid up member to Chair the election process.
8. Attempt to find at least one member willing to act as Chair for each Standing Committee as outlined in Appendix B of these By-Laws. Finding suitable candidates willing to act as Executive Committee Members-at-Large is also encouraged.
9. The nominations shall be submitted in writing and posted in the Library two weeks prior to the Annual General Meeting.

BOOKS SALES COMMITTEE

Net Shed

The Net Shed, owned and made available for our use by Ian and Loretta McKay, is an invaluable resource. Our use as the "gently used book sales by donation" outlet is established under an informal annual lease arrangement. Operating expenses of the building, with the exception of municipal taxes, are the responsibility of the Friends. Any changes to the structure must be approved by the McKay's. The President of the Friends is the official contact with the McKay family.

Membership: - Chair, Coordinators and Members

The mandate is to manage the regular operations of the Net Shed for all weekend book sales.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities for the Net Shed.

The Chair works closely with Coordinators, who each take responsibility for the operations of the Net shed for a one-month period in the summer. In conjunction with the Coordinators, the Chair:

- 1) Reviews Net Shed and Book Sale policies, and recommends changes as required to the Executive Committee for discussion and approval.
- 2) Recruits volunteers for the Net Shed pre-season preparation, the weekend sales, and the post-season cleanup.
- 3) Ensures that Coordinators manage the weekends for which they are responsible. Coordinators ensure volunteers are aware of the relevant policies, develop and post work schedules, and supervise the overall security of the Net Shed.
- 4) Determines inventory maintenance tasks required to insure the Net Shed is kept organized. Controls security of the Net Shed. Normally, the Officers of the Friends and the Chair of the Net Shed committee have keys to the Net Shed. The Coordinators are provided keys for their period of stewardship of the Net Shed.

Other Book Sales

The Chair of Book Sales will be responsible for organizing and appointing, as required, ad hoc committees which will be responsible for independently organizing and operating any other book sales approved by the Executive Committee.

CONCERT COMMITTEE

Membership: - Chair, and at least two members

The mandate is to organize and manage five evening concerts each summer, normally on Sundays and to raise funds through donations.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the summer evening concerts.

The Chair and committee is responsible for the planning of the concert series, the selection of dates, the booking of the Harbour Pavilion, the recruitment of performers, and the management of the concert evenings.

Relative to each concert, the Chair will ensure that:

- 1) the Harbour Master is called early in the week to confirm arrangements, to provide reminders for any special equipment requirements, to confirm pre-concert cleanup, to confirm power requirements by 6:00 p.m. on the concert evening, and resolve any last minute issues;
- 2) the concert schedule is confirmed with the performers, as well as any last minute equipment requirements;
- 3) a duty roster is developed to include:
 - a Welcomer, a Thanker , a Donation Collection crew, and a Pre-concert checker - to tidy pavilion if not as clean as we would wish, and to check for all special requirements, plus power and lights;
- 4) the performers are welcomed, and that they are reminded about the Friends, and request that they have a short break to introduce the Friends of the Library representative after a short first set - see guidelines for Performers sheet;
- 5) at the end of the concert, insure that the Pavilion is tidy and power is turned off;
- 6) after each performance, phone a thank you to the performers; and,
- 7) at the end of the season, write to all performers involved thanking them for their time and work, and letting them know how much money was raised for the Library.

PUBLIC RELATIONS AND PUBLICITY COMMITTEE

Membership: - Chair, and at least two members

Note: Special skills in creative writing, art work, photography and/or creating brochures, posters and other information for distribution are helpful to the committee's work.

The mandate is to obtain publicity to gain widespread awareness about the Friend's activities and accomplish three main objectives:

- to contribute to the fund raising mandate
- to create positive public awareness of the Library as a special community resource, and
- to increase membership in the Friends

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to public relations and publicity.

The Chair and committee are responsible for:

- production on a semi-annual basis of the newsletter "Among Friends", (April and November) to stimulate new membership, inspire current membership to greater participation, keep membership informed about Library and Friends, and to create a sense of pride and purpose in the Friends.
- obtaining maximum exposure through media, church and community newsletters, posters and signage for all fund raising events, all advocacy activities, membership recruitment, and general news and events of the Library and Friends.
- liaising directly with other Chairs and committees in order to provide the greatest assistance possible to the accomplishment of objectives of the other committees.

MEMBERSHIP AND RECRUITMENT COMMITTEE

Membership: - Chair, and at least two members

The mandate is to manage the membership and recruitment functions of the Friends.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to membership activities.

The Chair and committee are responsible for:

- conducting an annual membership campaign for renewal of membership and for attraction of new members;
- recruiting new members for the Friends;
- maintaining membership records of all Friends and their activity interests;
- assisting all other committees in building strong committee membership by telephone campaigns to Friends who have indicated interests in particular volunteer activities;
- liaising directly with other committee Chairs to assist in the recruitment of new members for each committee; and
- forming the base for major telephone and direct mail campaigns designed to inform, recruit and renew membership.

AD HOC COMMITTEES OF THE FRIENDS

DINNER EVENT COMMITTEE

Membership: - Chair, and a number of members

The mandate is to organize and manage an annual fund raising Dinner Event.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the Dinner Event.

The Chair and committee are responsible for planning and operating the Dinner Event, which includes:

1. establishing the date and selecting a theme for the dinner;
2. establishing a budget for both revenues and expenditures;
3. recruiting dinner hosts;
4. developing a location for the pre-dinner cocktail party and host dinner location announcements;
5. working with the cocktail party hosts to establish:
 - o the order of events
 - o any entertainment arrangements
 - o the provision and serving of wines
 - o the provision and serving of hors d'oeuvres
 - o any special facility pre party arrangements or post party cleanup
6. working with dinner hosts to insure suitable menus, facilities, arrangements, etc.
7. arranging any special liability insurance coverage as required
8. working with the Public Relations Committee for advertising and publicity
9. operating the actual event
10. convening a wrap up meeting to record what worked, what didn't, and what needs to be done as the first steps for the next annual event

ADVOCACY COMMITTEE

Membership: - Chair, and at least two members

The mandate is to advocate on behalf of the Friends and the Library, and to inform the community of the value of the Library as a community cultural and educational resource.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to advocacy. The

Chair and committee are responsible for.

1. advocating for the Friends and Library to the Library Board and Municipal Council;
2. maintaining an oversight function in the community for issues which might impact the Library positively or negatively, and bringing such issues to the attention of the Executive Committee for discussion and reaction;
3. addressing public events (open meetings, service clubs, etc.) to keep the Friends and the Library on the public agenda as positive, valuable and essential parts of the community; and
4. working with the Librarian/CEO on Library promotion events such as Library week

HOSPITALITY AND VOLUNTEER RECOGNITION COMMITTEE

Membership: - Chair, and at least two members

The mandate is to welcome members to the Friends and to conduct semi-annual volunteer recognition events for members.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to hospitality and volunteer recognition.

The Chair and committee are responsible for:

1. contacting new members as identified by the Membership committee and encouraging participation on one or more of the friends committees and activities
2. planning, organizing and conducting the social aspects three events:
 - The Annual General Meeting
 - The Library Open House
 - The Volunteer Recognition Evening

READ-A-THON COMMITTEE

Membership: - Chair and at least two members {best with at least 1 member per school)

The mandate is to raise awareness of resources available in Meaford Junior Library through the operation of an annual Read-a-thon Campaign with the town elementary schools.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the Read-a-thon Campaign.

The main tasks of the committee are:

	<u>Month of</u>
Letters to Principals of the elementary schools.....	late August
Presentation to staff at first staff meeting.....	September
Letter to classroom teachers.....	late September
Permission forms to classrooms	late September
Collect permission forms	mid October
Prepare master list of participants - copies for teachers	late October
Commence Read-A-Than	mid January
Track progress of each student	
Visit each School weekly to award achievement prizes	
Read-A-Than ends.....	March break
Contact Meaford Express to arrange for pictures of participant children at all schools	
Confirm picture taking dates with Express and schools just prior to event	
Thank you letters to Principals and Teachers	
Participation certificates for each participant	

Revision Approved by the Executive Committee of the Friends of the Meaford Library, March 22, 2006

Revision Approved by the Friends of the Library Executive Committee June 8, 2017

Ratified at the Special General Meeting July 13, 2017

Revisions Ratified at FOML Annual General Meeting June 28, 2018