



625 HARBOR STREET

Volunteer Handbook

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Welcome

To the Morro Bay Friends of the Library! Volunteers are the foundation of our great program. We hope you will find one of many exciting and educational volunteer opportunities that match your volunteer goals. Volunteers such as you, bring enthusiasm, energy and skills and knowledge to the Friends of the Library organization! We are truly excited that you have chosen our organization, as we believe we have a host of volunteer activities and opportunities just waiting for you to explore. Friends of Library volunteers contribute in a variety of ways, and are an indispensable part of our community events, and outreach programs that are here to serve the Morro Bay Library.

As is true in all aspects of our lives, the more you are involved and give of yourself, the better life is for you and those around you. The same will be true of your membership in the Friends. The more you are involved and contribute to the organization, the more you will cherish the work of this dedicated group of people. There are many ways you can choose to be involved...all you have to do is volunteer to serve on a committee, task force or give your time for the many projects that always need more people to make them work well! Since 1974, the Friends have been diligent in its efforts to be of service to our community...our Library. We appreciate your involvement and hope this handbook will help you get started!

Your Handbook

This handbook has been created to:

1. Assist you in developing an understanding of the Morro Bay Friends – what we are, who we are, what we seek to do, and how and where you can fit into the total picture;
2. Make you more comfortable as you participate in making decisions for the Morro Bay Friends;
3. Assure that your time involved with the Morro Bay Friends will be both rewarding and meaningful.

Hopefully, after you have had the opportunity to learn more about the Friends, you will choose an area where you would like to lend your experience and expertise to the Friend's mission.

If you have any questions or comments, please do not hesitate to contact our President, any officer or Board Member. This is **YOUR** organization too, and we need **YOU** to be successful!

About the Friends of the Library....

The Morro Bay Friends of the Library is a nonprofit organization that is incorporated under the California Nonprofit Public Benefit Corporation Law for charitable purposes.

Our purpose is to:

- Stimulate public support of the Morro Bay Branch of the San Luis Obispo County Library by fostering and establishing closer relations between the library and the citizens and organizations of Morro Bay;
- By focusing attention on library services, facilities and needs; and, by soliciting gifts, endowments and bequests; and,
- To provide financial aid for adequate services, facilities and needs.

In it's efforts to make this purpose a reality the Morro Bay Friends have worked with the City of Morro Bay to provide the physical facilities for a Library in our community. Thus, the Morro Bay

Friends of the Library have an important advisory role in supporting the activities for the library as well as the building itself.

The organization is governed by a Board of Directors, which is made up of nine individuals, elected by the membership. (*See Bylaws.*) All Board positions are elected each year at the Annual Membership meeting, which is held in November.

The Board of Directors meets each January, March, May, July and September.

Other meetings and subcommittees meet on an as needed basis.

All Board of Directors meetings are open to the general membership and the public is welcome to attend.

A Chronological History of the Library in Morro Bay

- 1922 Library service began in Morro Bay as a “one bookcase library”, sharing space with the Post Office. Lillie Brown Medeiros was the First Librarian.
- 1927 The Library had a new home, sharing space with a dry goods store and the Post Office. Lillie becomes L.B. Anderson.
- 1929 Olive Cotter dispensed books in her Theatre/Art Gallery at 365 Morro Bay Blvd.
- 1930 The Library moved to the Maston Hotel Building at Main and Morro Bay Blvd with Olive and Granny Cotter serving as Librarians.
- 1940 Library moved to the 800 block of Main Street with Catherine Case the Librarian followed by Marie McKennon.
- 1956 The Library moved to the rear of the new County Justice Court Building at 760 Morro Bay Blvd. With Erica Ness in charge followed by Dorothy Woods.
- 1965 The Library occupied a former pool hall at 410 Morro Bay Blvd.
- 1974 Eighteen interested persons, including Jane and Don Bailey, came together at the urging of Dorothy Woods, the Librarian, to secure more space for the Library. They soon formed **The Morro Bay Friends of the Library.**
- 1975 Dorothy Woods was given an assistant – Jude Sanner.
- 1980 The Friends started a Building Fund for a new Library building. Dorothy Woods retired; Jude Sanner became the Librarian.
- 1982 John Kim, a local builder, offered his services gratis to guide the construction process. The Friends raised funds; the City of Morro Bay provided a half-acre of land at Harbor and Shasta.
- 1984 Ground was broken for the new building on September 22. The City of Morro Bay enters into a lease agreement with the Friends of the Library for the property at 625 Harbor for the purpose of construction, maintaining and operating a public library. The term of the lease is 50 years.
- 1985 The Friends of the Library sub-lease the building and property to the County in order for the County to operate the library. The term of this lease is 25 years. After many volunteer efforts and donations, on December 20 the new building was “open for business” with the “dedication” following on December 21. The mural on the side of the building is also completed.
- 1987 Certificate of occupancy is issued for the Library. The City Council by Resolution No. 57-87 accepts ownership of the Library building from Friends of the Morro Bay Library. The City also accepts the assignment of the sublease with the county and accepts surrender of the original lease to the Friends, reassuming full ownership and control of the property. The City releases remaining conditions placed upon the permit of occupancy for the Library.
- 2006 Official Library Remodel project unveiled and Friends celebrate their 20th Anniversary of the Grand Opening of the Library at 625 Harbor St.

More History on the Building of the Morro Bay Library at 625 Harbor St.

As can be seen by the Library's extensive building history, it was apparent in the mid-1970's that the need for more adequate facilities for the Morro Bay branch was needed. The City/County system was unable to do anything at that time to improve the situation. Morro Bay citizens came together, formed the Morro Bay Friends of the Library and embarked on a fund raising endeavor to secure \$125,000 to build a new structure to more adequately meet the needs of the Morro Bay community.

When sufficient funds were raised and available, the Friends negotiated a 50—year lease (*September 25, 1984 through September 24, 2034*) with the City of Morro Bay for city property at the corner of Shasta and Harbor. The cost annually for rent would be \$1.00 payable in advance, used for the purpose of maintaining and operating a public library, parking for the library, and library related-activities.

Rarig Construction Inc. constructed the present structure and parking facilities with assistance from the California Conservation Corps and volunteer businessman, John Kim. Some services were donated or billed at a reduced rate. Upon completion, the Library building was donated by the Friends to the City of Morro Bay. The facility was then leased to the Morro Bay Friends of the Library who in turn sublet it to the County for 25 years (*July 9, 1985 through July 8, 2010*). The County made an advance rent payment of \$42,500 to the Friends on July 9, 1985.

The County agreed to obtain the necessary insurance and to maintain the premises and grounds in good condition during this lease period.

The main portion of the structure is devoted solely to Library purposes. However, the Program Room (or John Kim Room) is available to the general public and public agencies with the following priorities:

- 1) Library
- 2) City of Morro Bay
- 3) County
- 4) Other public uses.

The City of Morro Bay handles reservations, sets rules, and collects fees – with no fees upon the County or the Library itself.

Peter LaDochy of Cayucos created the mural on the Shasta Street wall of the Library. He designed the mural and directed the entire project. Countless volunteers followed his direction in arranging the individual tiles in segments that were assembled on the wall to create the attractive mural.

What It Is Like to be a part of a Non-Profit Organization...

When you decide to be a part of the Board, keep in mind some basic responsibilities of nonprofit boards that will help you in your role:

- Become aware of the organization's mission and purpose. It is the board's responsibility to remain true to the statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- Provide proper financial oversight. The board must assist in developing the annual budget and ensure that proper financial controls are in place.
- Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

- Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Recruit and orient new board members.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Determine, monitor, and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness

Getting Involved on the Friends Board....

Serving as a board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, board members have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources.

The typical board member provides their volunteer efforts by:

- Attending board meetings
- Serving actively on at least one committee
- Attending additional meetings, functions or events for example: board orientation, annual membership meeting, planning retreats, special events, etc.
- Promoting the mission of the Friends through recruitment of volunteers or fundraising on behalf of the organization

As a new board member we would appreciate your talents and energy through your:

- Involvement in the work of the Friends
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, et al (and/or willingness to learn)
- Serving actively on at least one Friends committee
- Willingness to consider a time commitment to the work of the Friends, (includes Board preparation, meeting and committee meeting time)
- Attendance at all Board Meetings and the Annual Membership Meeting each November
- Ability to be informed of the services provided by the Friends, as well as publicly support them
- Being prepared so that you can participate in the discussions and the deliberations of the Board
- Being aware and abstaining from any conflict of interest

Every board member can do something useful to support the fundraising effort, employing his or her own skills, interests, contacts, and resources. Sometimes just being available to help set up for an upcoming book sale, provides tremendous support to the Friends, and invaluable financial help for our Library.

Board of Directors

The **Board of Directors** consists of 4 officer positions – President, Vice President, Secretary and Treasurer and Five (5) Members-at-Large who are responsible for chairing specific committees (Programs, Membership, Library Advisory, Newsletter and Ways and Means). The Board of Directors is elected each year at the Annual Membership Meeting in November and commence their term on January 1.

The Board of Directors meets in January, March, May, July, September and November and on the call of the President. At these meetings, issues to be brought before the membership are discussed

and committee chairs have the opportunity to share their committee's activities. Certain issues, as set out by the by-laws, are decided at the Board level and reported to the membership. Anyone wishing to have a matter brought before the Board of Directors may do so by contacting an officer or by asking a committee chair to make the matter known to the Board.

Committees (Standing), Volunteer Positions and their Responsibilities

Volunteers are encouraged to become involved on at least one of the following Friends committees which are chaired by a Member-At-Large, or take on a specific volunteer position. Here are some typical areas you can volunteer:

Finance – creates the annual budget; oversees all financial operations.

Historian: maintains a record of significant Library activities.

Hostess: arranges refreshments at events.

Library Advisory: This committee allows the Friends to act in an advisory only capacity on issues related to the library with the city of Morro Bay administration. The protocol is that the Friends can communicate in print with the Recreation and Parks Director for the City of Morro Bay and the Branch Manager of the Morro Bay Library on matters about the library that would help keep both the City and County informed.

Membership: maintains the membership list; seeks new members and life members.

Newsletter: edits and circulates newsletter a minimum of four times a year.

Public Relations: publicizes in press, radio, TV, etc.

Program: arranges a “program” for Board meetings and special events.

7-Day Express Program: directs 7-Day Express Program; selects and retires books.

Ways and Means: raises funds for the organization; solicits gifts and donations; book sales, lobby sales.

On-going Projects:

Fund – raising (ongoing projects such as):

Book/magazine sale

Lobby Sales - Ongoing sale of used books and current magazines

Rental book program

“Bucks-for-Books”

Sale of Book Bags

*Do you have an idea you would like to share for a **fun**draising project?*

Use of Funds:

It is important to note that all funds raised benefit the Morro Bay Library directly in some of the following ways:

Summer Reading Program for Children

Library programs

Newspaper and Magazine Subscriptions

Equipment and Library furniture

Library Computers

New Books and Audio Visual Materials for the Library

It is always important to note that the purpose of the Friends organization, is to support the library with programs and activities that enrich the normal library services. By being involved at the Board level or even as a volunteer for the organization and library, your community involvement will result in making family, friends, neighbors, and colleagues aware of the value of their library and its services, and allowing them to also become strong advocates for our Library.

Finances

The treasury of the Morro Bay Friends of the Library contains funds for both the operation of the organization and support of the Library as well as funds to meet future major needs, i.e., the expansion of or new facilities for the Library in our community.

Income for operating the Friends comes from dues, book sales, donations, or other fundraising projects. Expenditures include operating expenses, Library programs for children and youth, the summer reading program, books and audio-visuals, furniture, subscriptions, building maintenance, and a Librarian's fund.

It is the responsibility of the Board of Directors to see that the terms of each gift are adhered to, that the funds are invested prudently and used as the donor has instructed. It is also expected that all funds raised will benefit the Morro Bay Library directly.

Treasurer's reports are available to Directors at the Board meetings, at Executive Committee meetings, and/or upon request. The following is the process of seeking funding support from the Friends: ***Form T1-2006***.

Use this form for all requests of money that have not already been approved and allocated in the annual budget.

The purpose of the Project Funding Request is to create a standardized process that can be used by any person that is planning to ask the Friends of the Library to fund a project. This will allow the Executive Board or Board of Directors to evaluate each request in a timely manner.

This form will also allow projects that are funded and cover several months or years to be maintained in an organized file that will compliment the record that is stated in the official minutes. The treasurer will manage this chronological file.

1. Please state your reason(s) for this request. Include how this program/ expenditure compliments the Friend's commitment to the Morro Bay Library.

It is important that you explain why you feel that it is the responsibility of the Friends to pay for this project. Review the goals of our organization to see if your request is in the best interest of the Morro Bay Library or the Friends of the Library.

2. Itemized cost: (*Give specific breakdown*)

This is critical in evaluating whether the Friends can fund a project. Do your research before you ask for the money. Be detailed and realistic in your breakdown of costs. Include bids from more than one vendor so that the Friends can make a determination on the best recommendation for the project.

3. What portion of the costs is being borne by the participant/organization?

Sometimes a project is a joint effort with another organization or individual. Use this section to explain how the funding will be paid by each entity.

4. What other efforts are being made to seek alternate funding? Please list.

This is an opportunity for you to share if there are other funding sources that are also supporting this project. For example, have you applied for any grants? Are you doing other types of fund raising projects?

5. What is the number of individuals directly benefiting or participating?

Give us a general idea how many people or groups will benefit from this expenditure of funds.

Morro Bay Friends and the County Library System

The County equips, furnishes, stocks, and staffs each branch Library as well as being responsible for the day-to-day operation of the Library.

The Friends of the Library can also do the same, as well as seek to provide essential elements when the county lacks the resources to meet such needs. The Friends main focus is to enhance library operations within the community.

Custodial care, repairs to building, landscaping, care of grounds: In the sub-lease with the Friends of the Library the County has agreed to maintain the premises and grounds in good condition.

Native plants: Many organizations and volunteers have been involved in the landscaping of the grounds – demonstrating to the community how such plants may be used.

The Staff of the Morro Bay Library

LIBRARIAN: Jude Sanner Long jlong@slolibrary.org
CHILDREN’S SPECIALIST: Mary Blair mblair@slolibrary.org

ADMINISTRATIVE ASSISTANTS:

Michele Gorey omstaff@slolibrary.org
Beth McKenzie omstaff@slolibrary.org
Beth Ann Stanovich omstaff@slolibrary.org
Linda Fraley omstaff@slolibrary.org
Lucinda Ware omstaff@slolibrary.org

Address: 625 Harbor Street, Morro Bay, CA 93442
Phone: (805) 772-6394
Fax: (805) 772-6396

The San Luis Obispo City/County Library System

The Morro Bay Library is one of several branches of the San Luis Obispo City/County Public Library System that currently has collections of books, periodicals, downloadable audio books, newspapers, books-on-CD/tape, CDs, DVDs and videos and Wi-Fi access.

Some of the latest branch statistics (fiscal year 2006/2007) are as follows:

<u>Library Branch</u>	<u>Total Circ.</u>	<u>Total % Circ.</u>	<u>Total Patrons</u>	<u>Total Patron %</u>	<u>New Cards</u>
Arroyo Grande	329,492	15.9	22,691	20.7	1,487
Atascadero	259,741	12.9	17,317	15.8	1,153
Bookmobile	11,037	0.7	4,631	4.2	32
Cambria	100,876	6.2	4,830	4.4	365
Cayucos	16,668	1.0	1,353	1.2	155
Creston	19,450	1.2	688	0.6	30
Los Osos	173,174	11.3	8,899	8.1	652
Morro Bay	177,147	10.6	8,188	7.5	688
Nipomo	105,117	6.5	8,725	8.0	583
Oceano	14,254	0.9	373	0.3	296
San Luis Obispo	351,886	21.6	26,501	24.2	2,463
San Miguel	7,070	0.4	1,152	1.1	31
Santa Margarita	26,513	1.6	945	0.9	75
Shandon	6,062	0.4	561	0.5	30
Shell Beach	23,289	1.4	2,357	2.2	280
Simmler	2,170	0.1	171	0.2	10

The Library Director is: Brian A. Reynolds
Address: P.O. Box 8107, San Luis Obispo, CA 93403-8107
Phone: (805) 781-5785
E-Mail: breyolds@slolibrary.org
Fax: (805) 781-1320
The Assistant Director is: Judy Rohr
Address: P.O. Box 8107, San Luis Obispo, CA 93403-8107
Phone: (805) 781-5990
E-Mail: jrohr@slolibrary.org
Fax: (805) 781-1320

Funding of the City/County System

The amount of support available for each branch never seems to be enough to cover all that needs to be done in a community. Each Librarian requires certain essentials – books, items, newspaper and magazine subscriptions, furnishings, equipment – that really ought to be available, yet funds just are not there! So, when the need is there, any presenter can submit a **Project Funding Request** (see form inside this handbook), which can be considered by the Board of Directors.

The Foundation

The Foundation for San Luis Obispo County Public Libraries was incorporated in 1997 as a tax-exempt (state and federal) organization to strengthen libraries by providing buildings, materials and services not feasible from existing public funds.

The Foundation applies for grants and seeks and holds long-term endowments and grants in order to assist with building libraries and/or provide special grants to specific libraries. Gifts to the Foundation may be designated for use by a particular branch and system-wide.

The Foundation sponsors the Central Coast Book and Author Festival in San Luis Obispo's Mission Plaza annually. Volunteers are always welcome to help support this event!

The Black Gold System

The Black Gold Cooperative Library System is a shared circulation arrangement that allows Morro Bay patrons to use books and other materials in any library within Santa Barbara, San Luis Obispo and Ventura Counties. So many wonderful benefits are available which include but are not limited to having the ability to place holds on books, renew books online, review personal library record, etc. To find out more about the Black Gold Cooperative Library System visit www.slolibrary.org

Friends Groups throughout San Luis Obispo County

There are Friends of Library groups functioning at the following branches:

<i>Atascadero</i>	<i>Nipomo</i>	<i>Shell Beach</i>	<i>Morro Bay</i>	<i>Los Osos</i>
<i>Cambria</i>	<i>Arroyo Grande</i>	<i>Cayucos</i>	<i>San Luis Obispo</i>	
<i>Santa Margarita</i>		<i>Oceano</i>		

State Information

The State office of the Friends of the California Libraries is located at:

717 K Street, Suite 300
Sacramento, CA 95814-3477
(916) 447-8541 PHONE
(916) 447-8394 FAX
info@cla-net.org
www.cla.net.org

Now that you have all this information, where would you like to dedicate your time and energy?

BYLAWS
Morro Bay Friends of the Library

ARTICLE I: NAME

The name of the organization shall be Morro Bay Friends of the Library (MBFOL).

ARTICLE II: PURPOSE

The purpose of the organization is to stimulate public support of the Morro Bay Branch of the San Luis Obispo County Library by fostering and establishing closer relations between the library and the citizens and organizations of Morro Bay, by focusing public attention on library services, facilities and needs and by soliciting gifts, endowments and bequests; and, to provide financial aid for adequate services, facilities and needs.

ARTICLE III: LIMITATIONS/PARLIAMENTARY AUTHORITY

SECTION 1. The assets of the MBFOL are irrevocably dedicated to public benefit purposes. Upon dissolution or liquidation of the corporation, no part of the net earnings or assets of the corporation shall inure to the benefit of any private person or individual but shall be distributed, after the satisfaction of all debts and liabilities, as required by the Articles of Incorporation of this corporation and not otherwise.

SECTION 2. No officer or member shall be personally liable to the MBFOL or its members for monetary damages for breach of duty, acts or omissions, and/or transactions as an officer or member. Likewise, the MBFOL shall not be liable to any member for monetary damages for breach of duty, acts or omissions and/or any transactions as an organization.

SECTION 3. All meetings shall be conducted according to Robert's Rules of Order except when in conflict with the bylaws of this organization or with the laws of the State of California.

ARTICLE IV: MEMBERSHIP AND DUES

SECTION 1. Membership in this organization shall be open to all individuals in sympathy with its purposes and to organizations when representation in the association is desired, in which case dues shall be paid by the joining organization.

SECTION 2. The Board of Directors shall determine annual dues.

SECTION 3. Those persons whose dues are current shall be considered active members.

SECTION 4. Each active member shall be entitled to one vote.

SECTION 5. The fiscal year shall begin January 1 and end December 31.

ARTICLE V: OFFICERS AND COMMITTEES

SECTION 1. The Board of Directors shall consist of the Officers and five Members-at-Large and shall serve as the governing body of this organization.

SECTION 2. The Officers shall be President, Vice President, Secretary, and Treasurer. They shall be elected by the general membership at the annual general membership elections meeting. The terms of office shall be one year. The Immediate Past President may attend board meetings as a non-voting member.

SECTION 3. The Board of Directors shall meet at the call of the President or by petition of three or more Board members. The Board shall meet not fewer than four

times each fiscal year. A majority of the members of the board shall constitute a quorum for the transaction of business.

SECTION 4. The President shall appoint special committees from time to time as necessary subject to the approval of the Board.

SECTION 5. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.

SECTION 6. The President shall appoint the chair of the Nominating Committee, who shall be either a past president or a current Board member. The chair shall appoint two additional committee members. Members of the Nominating Committee shall not be eligible to nominate themselves for Board positions. The Committee shall solicit and propose candidates to the Board to fill vacancies to complete unexpired terms as they may occur and shall solicit and present to the membership nominations for Officers and Members-at-Large at the annual meeting. The Nominating Committee shall hold an open meeting not less than 30 or more than 90 days prior to the annual membership meeting for the purpose of soliciting Board candidates from among the membership.

SECTION 7. All active members will have the opportunity to vote for the officers at the annual membership meeting.

SECTION 8. Active members may apply for any Officer and Member-At-Large position for consideration for election at the annual membership meeting by presenting their name to the Nominating Committee Chair at least one month before the elections. The Nominating Committee Chair shall be responsible for presenting those names for consideration for the election.

SECTION 9. Members-at-large shall each serve as Chair of one of the following Standing Committees: Programs, Membership, Library Advisory, Newsletter and Ways and Means. The Treasurer shall chair the Finance Committee.

ARTICLE VI: MEETINGS

SECTION 1. The organization shall hold its annual meeting in November of each year for the purpose of electing Officers, and Members-at-Large; to receive various reports and to transact any other business. A written or email notice shall be sent to members no later than two weeks prior to the meeting.

SECTION 2. Special meetings may be held as directed by the President and/or two or more current Board members. A written or email notice shall be sent to members no later than two weeks prior to the meeting.

SECTION 3. Quorum for general membership, annual election and special meetings shall be those active members present, provided proper notice is given, as defined in the bylaws. Three percent (3%) of active members shall constitute a quorum for the transaction of business.

ARTICLE VII: FUNDS

SECTION 1. The Treasurer shall maintain adequate books of accounts for which he or she shall be responsible.

SECTION 2. No funds or properties shall be disbursed without written authority of the President and the Treasurer. The Secretary shall be authorized to sign in the absence of either the President or Treasurer.

SECTION 3. The board shall appoint an auditor, not an Officer, to audit the Treasurer's books prior to the annual meeting.

ARTICLE VIII: AMENDMENTS

The bylaws may be amended at any regular or special meeting of the organization by two-thirds majority of the members present, provided a quorum is present. The intention to amend bylaws must be given by written notice to the members no later than two weeks prior to the meeting at which they are to be presented for consideration.

Adopted by Board of Directors on 7/20/07

STANDING RULES
Morro Bay Friends of the Library

1. The organization shall include a number of Standing Committees which may include, but are not limited to:
 - a. Finance which will
 - i. Create the annual budget
 - ii. Oversee financial operations
 - b. Programs which will
 - i. Arrange programs for Board and general meetings and special events
 - c. Membership which will
 - i. Establish and implement a membership program
 - ii. Collect and record membership dues for submission to the Treasurer
 - iii. Maintain a current roster of all members
 - d. Library Advisory which will
 - i. Work with City and County officials as it relates to the Library building and issues
 - ii. Communicate in print with the Recreation and Parks Director or designee for the City of Morro Bay and the Branch Manager of the Morro Bay Library on matters about the Library that would help keep both the City and County informed.
 - iii. Oversee the Vision subcommittee whose specific purpose is to give input on building and/or expansion projects, to assist in surveys and community outreach about the Morro Bay Library and its' vision.
 - d. Newsletter which will
 - i. Edit and circulate a Friends newsletter at least three times a year, which includes being responsible for mailing the newsletters to members.
 - e. Ways and Means which will
 - i. Be Responsible for raising funds for the organization such as
 - (1) Lobby Sales
 - (2) Book Sales
 - (3) Gifts and Donations
2. The Treasurer shall chair the Finance Committee. Programs, Membership, Library Advisory, Newsletter and Ways and Means shall each be chaired by one of the Members-at-Large.
3. Directors and Officers shall assume their duties in January following their election at the general membership elections meeting in November.

4. Committee Chairs who are not Board members are entitled to an advisory vote at Board meetings, but are not considered as part of quorum at Board meetings. Those Committee Chairs are not required to attend Board meetings.
5. Other volunteer leadership positions may be appointed annually by the President and may participate actively by being entitled to an advisory vote at Board meetings, but are not considered as part of quorum at Board meetings. These positions can include: Book Sales Coordinator, Farmers' Market Coordinator, Volunteer Coordinator, Marketing/Promotions Coordinator, etc. Members in these positions are not required to attend Board meetings.
6. The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of its officers. The President shall preside at all meetings of the Board of Directors and shall, in the name of the corporation, execute all contracts or other instruments which the Board of Directors may from time to time authorize, as well as appoint Chairs to Committees and any volunteer leadership positions that will help serve the organization.
7. The duties of the Vice-President shall be to assist the President in the fulfillment of the latter's duties and to act on behalf of the President in the event of the latter's absence.
8. The Secretary shall
 - a. Keep at the principal office of the corporation the original, or a copy, of the Articles of Incorporation and of the bylaws, as amended or otherwise altered to date
 - b. Keep at the principal office of the corporation a book of the minutes of all meetings of the directors and of committees of the board, recording therein the time and place of the meeting, whether regular or special, how called, how notice was given, the names of those present at the meeting, and the proceedings thereof.
 - c. See that all notices are duly given in accordance with the provisions of the bylaws or as required by law, as well as mail and/or email all official notices to members when appropriate.
 - d. Give prior notice of all general meetings, and Board meetings.
 - e. Conduct correspondence and information distribution as required.
 - f. Be custodian of the records of the corporation and maintain official file of correspondence.
9. The Treasurer shall
 - g. Have custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
 - h. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
 - i. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

- j. Keep and maintain adequate and correct accounts of the corporation's business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
 - k. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
 - l. Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
 - m. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements of the corporation.
10. In addition to chairing committees, Members-At-Large shall represent the membership in conducting the organization's business, ensure compliance with the Bylaws of the organization, and represent the organization in activities related to the Friends and/or library services. They shall also maintain liaison with the President and other officers of the organization and shall bring to the attention of the Board the various concerns of the members of the organization.
11. The Branch Manager of the Morro Bay Library will serve in an advisory capacity to the Friends organization.
12. Board of Directors meets each January, March, May, July and September at a day and time designated at the annual General membership elections meeting (i.e., the third Friday from 1:30-3:30 p.m.).
13. If a Board member fails to attend two consecutive meetings within any twelve months, the member shall automatically be considered for replacement.
14. All officers shall serve until the expiration of their terms except in cases of incapacity, resignation or removal from office. An affirmative vote of two-thirds of all current members of the Board shall be required to remove an officer from office for cause.
15. All regularly scheduled meetings are open to the public.
16. The General membership elections meeting meets on the third Friday of November, unless otherwise designated on a different day at least sixty (60) days in advance.
17. Each September the Board of Directors will evaluate the annual dues structure and provide recommendations for approval of the general membership.
- a) Other than Life membership, dues are good for membership for 12 months from the date paid.
18. All Past Presidents shall be entitled to receive a copy of the Newsletter upon request.
19. Any dealers or scouts will not be allowed access to the books **prior** to the 9 a.m. Book Sale opening for Morro Bay Friends of the Library members. If a dealer or scout

would like to volunteer at the sale, they can volunteer after the beginning of the sale, but not at set-up or prior to opening on the day of the sale. The Morro Bay Friends of the Library believe that this makes for a level playing field for all those who buy and sell books as a business, and gives the regular members the same opening time as the dealers and/or scouts. We would not want to lose any longtime book sale attendees because one or more of their colleagues got in before they did. We want all our dealers to feel welcome, and appreciate your understanding and support of our Book Sales. *Approved by the Morro Bay Friends of the Library Board of Directors, 3-20-09*

20. Any payments for services or reimbursements made to an officer, board member, or a relative of either, shall require that the checks be signed by a third party. *Approved by the Morro Bay Friends of the Library Board of Directors, 7-17-09*

21. The Morro Bay Friends of the Library Board of Directors will be responsible each year to purchase liability insurance for Directors and Officers of the Friends of the Library. *Approved by the Morro Bay Friends of the Library Board of Directors, 1-22-10*

Adopted by Board of Directors on 7/20/07