Reference Guide

Friends of the Library
Thomas St. Angelo
PUBLIC LIBRARY
of Cumberland

Thomas St. Angelo Public Library
of Cumberland, WI
Friends of the Library (FOL) Reference Guide

Table of Contents

Welcome and Introduction

Welcome!

Friends of the Library (FOL) is an all-volunteer service organization. Support of the library may vary from year to year based on volunteer availability, skills and library requests. This reference guide serves as an aid to support volunteers wishing to learn from past activities in order to support current and potential future activities. Or, hopefully, inspire individuals thinking about joining the FOL and considering volunteering.

The TSAPL helps the FOL understand their needs for support and we use our volunteers and available funds to help grant their wishes. Hopefully this reference guide will provide insight for volunteers wishing to support our strong library community. More importantly, this is not an instruction manual, simply a jumping off point to help you do things, in your own ways, to achieve successful results in supporting the TSAPL identified needs.

FOL, along with the Thomas St. Angelo Public Library (TSAPL), is committed to inclusivity and accessibility and has learned how to support in-person, virtual and hybrid Library events and activities, including FOL meetings.

Have fun!

Friends of the Library (FOL) – Who are we

FOL Description

FOL is a service organization created to support the Thomas St. Angelo Public Library (TSAPL) of Cumberland, WI events and activities. Individuals and families are invited to become members. Members can volunteer to support activities or simply consider their membership fee a donation to the FOL.

Any money raised or donated to the FOL is used to support initiatives identified and approved by the director of the TSAPL. The Library plans and executes events and the FOL may supply hospitality, donate money, or provide volunteers to perform tasks. Examples of support and donations are listed in the FOL Committees and Events section. A summary of events supported over the years is available by request.

FOL Purpose (from Article III of the Bylaws)

1. Encourage closer relations between the Cumberland community and the library.
2. Promote the use of the library by all segments of the Cumberland community.
3. Enrich the resources and facilities of the TSAPL of Cumberland.
4. Establish a volunteer program to assist the library in meeting the needs of the community.

FOL Goals

FOL supports projects and activities that enhance the use of the library and life-long learning by:

- Helping support TSAPL programming.
- Maintaining TSAPL Book Sale Room (FOL ongoing book sale with proceeds going to support library programs).
- Participating in community awareness events.
- Organizing and conducting fundraisers.

FOL on the TSAPL Website

Friends of the Library link on the TSAPL website is located under the "About" tab: https://cumberlandpl.org/friends-of-the-library/

FOL Annual Calendar

This calendar represents routine activities for the FOL

MONTH	EVENTS
January	FOL Monthly Meeting 3rd Thursday of the month
February	FOL Monthly Meeting 3rd Thursday of the month
March	• FOL Monthly Meeting 3rd Thursday of the month • President seeks candidates for the Nominating Committee and Audit Committee
April	• FOL Monthly Meeting 3rd Thursday of the month • Candidates for Nominating Committee and Audit Committee members approved • Celebration of the Arts: Register shelter, create marketing materials, recruit volunteers, and begin advertising • National Library Week and National Poetry Month
May	• FOL Monthly Meeting 3rd Thursday of the month • Celebration of the Arts: Sort, recycle, box, and label boxes. Distribute flyers, signs and post marketing materials on-line and in print

June	• FOL Monthly Meeting 3rd Thursday of the month
	• Officers and Committees annual reports due the first Thursday of July
	• Friends of the Library membership drive
	• Celebration of the Arts: Second weekend in June
	  o In advance: Request cash box money, city crew move tables to shelter, clean shelter, and set-up tables.
	  o Event day: Move books from library to the shelter, arrange books, post signs. Return books at end of day to library or designed location.

MONTH	EVENTS

July	• FOL Monthly Meeting 3rd Thursday of the month
	     ○ Review/approve virtual hybrid meeting technology
	• **FOL Annual Meeting** following the regular meeting
	     ○ Nominating Committee report (election of officers), Audit Committee report, Officers and Committee annual reports
	     ○ Execute on-line, anonymous voting – open for one week

August	No FOL Monthly Meeting - Rutabaga Festival held the last weekend of August before Labor Day weekend
September	FOL Monthly Meeting 3rd Thursday of the month • Installation of officers • Review/approve holiday decoration expenditures • Review Zoom subscription and annual fee
October	• FOL Monthly Meeting 3rd Thursday of the month • Halloween – Safe Trick and Treat on main street
November	• FOL Monthly Meeting 3rd Thursday of the month • Deliver "thank you" treats to City Crew for placing Library garland and lights (coordinate with City Crew regarding specific timing)
December	• No FOL Monthly Meeting scheduled, unless necessary • Holiday open house

FOL Membership & Dues (refer to Bylaws Article IV and V for more info)

Membership to the FOL is open to everyone. Membership helps bring quality programs and services to the Library and gives individuals and families a voice in the planning, implementation, and support of FOL sponsored events, programs and projects.

Member meetings have been held the third Thursday of the month. The FOL officers will designate the time and location.

Membership Levels and fees (as of April 2025)

Annual dues will be paid to cover the fiscal year from July 1 to June 30. This information is kept up-to-date on the TSAPL Website under the "About section":

- Youth to age 18: ....$3.00 per year
- Adult: ....$5.00 per year
- Family: ....$10.00 per year
- Single Lifetime: ....$100.00 lifetime
- Family Lifetime: ....$150.00 lifetime

Library Staff & Board of Trustees Membership: Invited for a Complimentary, non-voting, annual membership

Membership Committee

The FOL has a membership committee. Details regarding this committee are located in the "FOL Committees, Events and Support" section.

Member Info & Privacy

Personal and private information will be kept confidential and will not be shared outside of the FOL.

FOL Roles & Responsibilities (refer to Bylaws Article VII for more info)

FOL has many opportunities for volunteers, including officer positions. Following are some of the roles and committees:

Refer to the "FOL Bylaws, Article VII: Officers," for information regarding Officer roles and responsibilities.

FOL President

The President is elected in ODD years. Refer to the Bylaws, Article VII for more info.

FOL Vice President

The Vice President is elected in EVEN years. Refer to the Bylaws, Article VII for more info.

FOL Treasurer

The Treasurer is elected in ODD years. Refer to the Bylaws, Article VII for more info.

FOL Secretary

The Secretary is elected in EVEN years. Refer to the Bylaws, Article VII for more info.

FOL Executive Committee

The FOL Executive Committee consists of the President, Vice President, Secretary and Treasurer. Refer to the Bylaws, Article VII for more info.

FOL Committee Coordinator(s)

Members volunteering to lead a committee are referred to as FOL Coordinators. Coordinators organize the preparation, logistics, execution, clean up, and final event summary documentation. Most events have one Coordinator, but volunteers may want to partner in the Coordinator role. A Coordinator(s) will ask for volunteers when needed, confirm the timing, and expectations with volunteers.

Upon conclusion of an initiative, the Coordinator(s) submit a summary to the FOL Secretary. A blank Event Summary Form is available on request (Appendix A).

An Event Summary should include:

- Event Name, Date, Location
- Number and Names of Volunteers
- Number of Participants
- Summary of the event prep, execution, donations, expenses, and wrap up

Event Summaries will be included in monthly and annual FOL reporting and may help future volunteers with similar events.

Current Standing Committees with Coordinators:

All standing and active special committees will each prepare and submit an Annual Committee Report (Appendix B), summarizing all committee activities during the year (Appendix C – Sample Annual Hospitality Report). The reports will be shared with the FOL membership prior to the Annual Meeting. Annual reports are due to the Secretary by the first Thursday in July. Details regarding committees and events are listed in the "FOL Committees, Events and Support" section:

- Membership
- Audit
- Officer Nominating
- Hospitality
- Book Sales
- Flowers and Grounds

Special Committees as needed (examples):

- By-laws
- Reference Guide

FOL Volunteer

Members are invited to volunteer to support initiatives, support the coordinator, and understand the expectations, timing, and specific tasks.

FOL Member

Members can decide their level of involvement in FOL activities – from simply paying membership (which is considered a nice donation to the FOL) to volunteering for or leading volunteer initiatives.

FOL Documentation

FOL documentation will be stored in a centralized location and housed in a private location at the library.

The Secretary of the FOL will ensure the documents are organized and available.

Documents will include monthly meeting agendas, monthly meeting minutes, monthly treasure's reports, event summaries, annual summaries, bylaws, reference guide, etc.

Documents, such as the agenda, minutes, treasurer report, and Library Director Report will be emailed to members prior to each meeting. If a member needs an alternative form of communication, documents can be made available at the TSAPL or sent out via US Mail.

FOL Member Meetings (refer to Bylaws Article VI for more info)

The FOL will hold monthly meetings on the third Thursday of the month unless otherwise noted. The officers will announce the date, time and location prior to each meeting. Meetings scheduled are posted on the TSAPL website and sent out via email to members. If a member needs an alternative form of communication, the executive committee will gladly help with requests.

Monthly Meetings

Monthly meetings are open to all members to transact old and new business and to have fun being social. Meetings are typically one hour or less, depending on the agenda. New Ideas are always welcome and encouraged – as are volunteers. The Secretary and Treasurer provide monthly reports. The Director of the Library or a representative delivers an inspiring report on the happenings of the library and any potential volunteer needs.

Meetings are held in a hybrid environment to support inclusivity and accessibility (in-person and on-line). The Secretary will email the video link/phone number prior to each meeting. Members can attend via video, phone, or in person, when possible.

In person meetings are typically held at the TSALP Community Room where hybrid technology is set up for video and phone participants.

Annual Meeting

An annual meeting will take place once a year. Refer to the Bylaws Article VI for more info. This meeting will include annual reports from standing committees and be a celebration of accomplishments. Initiatives will be summarized. A slate of candidates for open positions will be confirmed and the election of new officers will be executed electronically.

An Annual Report will include Minutes from the prior year's Annual Meeting, the President's Report, and the Annual Committee Reports.

Special Meetings

Special meetings may be called – refer to the Bylaws, Article VI, for more info.

Voting Processes

Occasionally the FOL will need to vote on initiatives or officers during meetings. Some voting processes may be anonymous and others public. Given the FOL is operating in a hybrid environment; technology may be used to support voting initiatives.

Every paid member over the age of 18 is able to vote. If individuals receiving complimentary memberships (e.g. members of the board of trustees or a current library employee) want to become a voting member, they are welcome to purchase a FOL Membership to become a voting member.

FOL Elections (refer to Bylaws Article VII, for more info)

Officer elections are held annually. Anyone interested in running for an office can refer to the Bylaws Article VII or contact a member of the Executive Committee for more information on the roles, timing, and process. The President will appoint a Nominating Committee and they, in turn, will talk with members and present a slate of candidates at the Annual Meeting. Between self-nominations and Nominating Committee nominations, the FOL is confident they will find members interested in the officer positions.

A slate of individuals nominated for each elected position will be presented at the Annual meeting. Each nominee will be asked to introduce themselves and indicate their interest in being elected. The confirmed slate of candidates will be approved and electronic ballots will be sent to all members via Email for anonymous voting.

According to the Bylaws, Board of Trustees members or current employees of the Library are not eligible to serve as officers, as there could be a potential for conflicts of interest.

Installation Ceremony of newly elected FOL Officers

During the September FOL Monthly Meeting, the new officers are installed and the ceremony will follow the FOL Installation Ceremony Script (Appendix D).

FOL Committees, Events and Support

The FOL Organization has a few standing committees. Some committees support the FOL Organization operations (e.g. Audit, Nomination Committee, etc.); others support request(s) from the Library Director (e.g. hospitality for events, landscaping, funding for specific activities).

Membership Committee

The Membership Committee has goals of recruiting and engaging members of the public to provide financial and committee support to the FOL. The committee shall consist of a Membership Coordinator and supporting members when needed.

Coordinator Responsibilities

1. Direct the annual membership drive beginning June 1
2. Seek volunteers to serve on the committee, as needed
3. Provide leadership for the committee
4. Facilitate communication and discussion at membership meetings
5. Serve as spokesperson at FOL meetings
6. Maintain the electronic membership database

Committee Expectations

1. Meet on an as needed basis at the request of any member of the committee
2. Recruit and engage members of the public to provide financial and committee support to the FOL

Annual Membership Drive

1. Review and update the Membership Renewal Letter (Appendix E) and Membership Application form (Appendix F) annually.
2. Submit updated letter and application form to be published on the TSAPL website.
    a. Membership Renewal Letter: https://cumberlandpl.org/wp-content/uploads/2025/02/2025-Membership-Renewal-Letter.pdf
    b. Friends Brochure / Membership Application: https://cumberlandpl.org/wp-content/uploads/2025/02/Friends-brochure-rackcard-1up-2024.pdf
3. Prepare and publish a PSA (public service announcement) of invitation in the local newspaper
4. Contact annual members for membership renewal by email or USPS in June
5. Categorize unpaid annual members as "former members" if they have not paid dues by September 1.

Membership Forms and Dues

Library Staff:
1. Make a photocopy of the application
2. Place a copy in the FOL mailbox
3. Place the original application and fees in the lock box

Treasurer:
1. Deposit fees from lock box
2. Maintain a file of applications as receipts for audit purposes

Membership Coordinator:
1. Update membership database
2. Present membership reports at monthly FOL meetings
3. Send Correspondences (Appendix G)
   a. Send "New Member Welcome"
   b. Send "Thank You for Your Membership Renewal"
   c. Send "Thank You for Your Donation"

Audit Committee (refer to Bylaws Article VII for more info)

The FOL President is responsible for recruiting and appointing three (3) Audit Committee members in March and announcing the committee members at the April FOL meeting.

The committee will work independently of the FOL, members could be volunteers from the community with knowledge, training, and/or expertise in accounting and auditing. The Treasurer is not to be a member of the audit committee.

The Audit Committee will audit the FOL finances from June 1 the previous year through May 31 of the current year. The committee will use the FOL checkbook, bank statements, the monthly meeting treasurer's report, and any other appropriate FOL documents (e.g. Event Summaries, Annual Committee Reports, etc.) for the audit. If the committee has questions, they should contact the FOL Treasurer. The Audit Committee will give their Annual Report at the FOL Annual Meeting in July.

Officer Nominating Committee (refer to Bylaws Article VII for more info)

The FOL President is responsible for recruiting and appointing three (3) Nominating Committee members in March and announcing the committee members at the April FOL meeting.

Nominating Committee members recruit nominees for the upcoming officer vacancies.

At the July Annual Meeting the Nominating Committee reports on the recruited slate of officer candidates. The President will also ask for additional nominations from the membership present at the Annual Meeting prior to confirming the slate of officer candidates to appear on the ballot.

Hospitality Committee

The Hospitality Committee provides refreshments and serves food for library activities as requested by the Library Director and staff. Requests are presented to the FOL, discussed, and approved by the FOL. The library staff will advertise the event, register participants, and communicate the number of attendees to the Hospitality Coordinator.

Pre-Event Planning (Hospitality Coordinator)

1. Meet with library staff for food planning (e.g. audience (children, adults, families), anticipated attendance, time of day, type of hospitality preferred, etc.).
2. Recruit FOL member volunteers.
3. Communicate expectations to FOL volunteers (e.g. date and time of event/volunteer timing, location, service expectations, set-up and clean-up responsibilities, etc.).
4. Confirm the number of expected guests with library staff, checks supplies, purchase and places orders.
5. Send a reminder to the FOL volunteers (date, time, and expectations).
6. Communicate to the FOL Treasurer regarding any billing that will go directly to the Treasurer for event purchases.
7. Maintain the supply cabinet located in the library staff break-room. Inventory of the supplies is posted inside the cabinet door (Appendix H).
8. Purchase hospitality needs. Save/submit receipts to the FOL Treasurer following the FOL reimbursement process (Appendix I Blank Form, Appendix J Example Form).
9. Purchase supplies as needed to re-stock the supply cabinet. Use Reimbursement Form.

Event Day Execution

Arrive early to prep food, set-up and decorate as requested; move or set-up serving tables; prepare beverages; bring supplies from break room to serving location.

Event Setup

Serving tables are set-up and staffed by FOL volunteers. A **_donation jar_** is placed on the serving table. Donations typically cover food expense. NOTE, Narrow tables with chairs are set-up by the library staff if sandwiches are being served (brown bag lunch).

A buffet serving table is set-up for open house coffee and cookies/cake/snacks (no seating tables). The serving table focus is a presentation with a tablecloth, napkins, centerpiece, treats, and beverages.

Event Wrap-up (Hospitality Coordinator)

1. Prepare the Event Summary Form (Appendix A) and submit to the Library Director and FOL Secretary.
2. Inventory supplies to replenish needed products.
3. Submit Reimbursement Form to Treasurer (Appendix I).
4. Request additional funds from the Executive Committee to replenish supplies.

Past Events with Hospitality (examples)

Author Events: Brian Freeman, William Kent Krueger, Jerry Apps, Michael Perry, Victoria Houston, Chad Lewis, Tavis Lynch, Marnie O. Mamminga, Annelise Ryan, and many more.

Community Speakers: Presentations by the Police Department, Fire Department, Hospital personnel, Skinner Funeral Home, Veterans, Barron County Extension service, and many more.

Musical Presentations: Library Lake Strummers, Polka Dot Zebra band, and many more.

Miscellaneous Presentations: Antique Appraisals, Iditarod / dog sleds, local Olympic stars, local guitar maker, bee keeping, Turducken presentation, Cumberland history and many more.

Holiday Fun: Events for Valentine's Day, Halloween (FOL typically provides funds for TSAPL candy distribution for Safe Trick-or-Treat), Winter Holiday activities, Noon Year's Eve (multi-generational event on New Year's Eve Day), and many more.

Open House Events: Support as requested

Brown Bag Lunch Events: Meals provided as requested (look for specific details in FOL Supply Cabinet.)

Staff, Volunteer, and Community Retirements: as requested

Fun Fact: Brown Bags have been scheduled at noon so community people could leave work, go to the library to learn something and have lunch. The largest Brown Bag Lunch had 90 attendees!

FOL Book Sale Programs / Committees

Library Book Sale Room

The used book room named *"Book Sale Room"* is managed by the FOL. All activities in the Book Sale Room are directed by the FOL Coordinator. Members of the FOL are welcome to reach out to the coordinator to volunteer in the room. Tasks may include, tidying up the shelves, placing newly donated items in appropriate sections, re-shelving misplaced items, and removing older, damaged items from the shelves. Unwanted books should be donated to other non-profits or recycled.

Financial donations to the Book Sale Room

Individuals may provide a financial donation when taking items from the Book Sale Room. The FOL Coordinator typically places small signs in the Book Sale Room indicating "free will offerings accepted", "items not priced, monetary donations are accepted," "donations may be left with Library staff at the circulation desk," etc.

Individuals should leave financial donations with Library Staff at the circulation desk. FOL donations are put aside for the FOL Treasurer to pick up weekly and deposit into the FOL checking account. FOL Treasurer provides a report at the monthly FOL meeting.

The FOL stopped "selling" items out of the Book Sale Room as a sales tax would have to be charged. The administration around this approach was not feasible for FOL volunteers. We were advised to simply accept donations. The Library Director may change the approach to Book Sale Room financial donations at any time.

Basic Rules of Upkeep for the Book Sale Room

1. Books/items donated are reviewed by library staff before items are put in the Book Sale Room
2. Volunteers may remove books/items that are damaged or badly outdated
3. No books/items should be on the table or floor of the Book Sale Room
4. Shelve books/items based on the following categories:

Adult fiction, hardcover and paperback	Author's last name
Non-fiction by category	Sports, animals, biography, etc.
Adult large print books	Together
Adult audiovisual	Together (DVDs, audio books, etc.)
Puzzles	Together
Harlequin romances	Together
Children's	Together (YA fiction, nonfiction, magazines and audiovisual)
Adult magazines	Holders (more available from library staff)
Overflow items	Box, label contents, put in store room

Questions, contact FOL Book Sale Room Coordinator. Book Sale ideas are always welcome.

Book Sales at Celebration of the Arts Event (aka "Art in the Park" - in June)

FOL participate in the Enrichment Through Culture (ETC) "Celebration of the Arts" (unofficially referred to as, "Art in the Park") held the second Saturday of June at the Cumberland Tourist Park.

Donations of gently used books are accepted at the library prior to the event date. The day of event, books or donations can be dropped off at the park.

All proceeds go to help fund the various programs offered by the Thomas St. Angelo Public Library.

<div align="center">

Timeline for organizing the event

</div>

April

1. Register with ETC for shelter
2. Recruit volunteers
3. Create book sale advertising flyer (Appendix K, sample flyer)
4. Advertise event (flyers, website, radio, newspaper, Facebook, etc.)

May

1. Recruit volunteers
2. Sort and recycle books
3. Box up books and label boxes based on categories
4. Distribute flyer to businesses
5. Request library to be open after event to return unsold books
6. Create signs for event (costs, special sales, book categories, thank you, cashier)

June

Two weeks prior: .... Request cash for cash box from FOL Treasurer

One week prior: .... Request City Employees to move 12 tables to the shelter by Thursday

One day prior .... Sweep shelter and wash tables (bring broom, dustpan, cleaning supplies, garbage bags)

One day prior .... Pick up boxes of books from library (volunteer crew) and bring to park on early Saturday morning

Event Day
- Bring cash box, post signs, unpack and setup display
- Bring supplies: scissors, pens, black markers, stapler, push pins, paper clips, calculators, bags, duct tape, hammer, and utility knife

Event Wrap-up:
- Remove signs; take books back to library. Tally cash box, return cash box to FOL Treasurer to deposit cash and proceeds.
- Prepare thank you notes (City crew, FOL Volunteers, etc.)

Library Flowers and Grounds Committee

The Library Director sets the strategy for the library grounds and will ask the FOL for support, donations, or volunteers as needed.

West Library Lake Entrance:

The FOL have purchased drought resistant pots. Funds are provided spring, summer, fall, and winter to change out the arrangements and plantings in these pots.

During the holiday season the FOL has purchased lights to decorate the trees.

East Main Street Exit:

The FOL has purchased lights to decorate the front exit pillars during the holiday season, paid for evergreen garlands, and made arrangements with the City Maintenance to put up and take down the lights and garlands.

FOL and the Library has provided "thank you" treats for the City Crew in November for placing garlands (meat/cheese/crackers, fruit/veggie tray, cookies/bars, etc.). We've coordinated timing of the delivery with the library and City Municipality. Delivery is typically the week before or week after Thanksgiving week.

Misc. Library Support Examples

FOL donations and proceeds from book sales are used to support the library, at the request of the director, as funds are available. Past funding request examples:

- Baby and Me Story Hour (funds)
- Home Delivery Program
- Landscaping
- Laundromat Library (funds and volunteers)
- Library furniture
- Library of Things
- Literacy support technology
- Seasonal decorations and treats, safe "Trick or Treat"
- Special services and equipment
- Story Hour
- Summer reading program give aways

Donations to the FOL

Donation for a Tax-Write-off

For a Tax Write-off: The FOL is a service organization and does NOT have a 501(3)(c) designation. For donors to receive a tax write-off, they may donate to the **"Cumberland TSAP Library Foundation"** and request the money is earmarked for the FOL or a specific FOL Program.

To donate through The Cumberland TSAP Library Foundation, go to: https://cumberlandpl.org/donate/ or contact the TSAPL with questions. TSAPL Phone: 715-822-2767. TSAPL email address: cupl@cumberlandpl.org

Donation WITHOUT a Tax-Write-off

If NOT seeking a Tax Write-off: Individuals can simply write out a check to "**Friends of the TSAPL of Cumberland**" and drop it off at the library and ask that it be placed in the FOL mailbox OR send via US Mail to:

Friends of the Library
c/o Thomas St Angelo Public Library
PO Box 97, Cumberland, WI 54829

FOL Finances, Expenses, & Reimbursement

Expense and Reimbursement Process*

BUY LOCALLY whenever possible and submit your expenses using the Reimbursement Form.

FOL Reimbursement Form (Appendix I Blank Form, Appendix J Example Form)

1. Attach the invoice/receipt
2. Include the date submitted, event name/info, receipt and how paid for with details
3. Include your name and mailing address
4. Bring to the Library and have Library staff put in the FOL (mail) box and email the FOL Treasurer that it is in the FOL Library mail box.

Some businesses may agree to send a bill directly to the FOL:

- Check with businesses, in past, Nilssen's Foods and Louie's Finer Meats have been willing to send a bill to the FOL
- Mailing address for bills:
  Friends of the Library
  c/o Thomas St. Angelo Public Library
  PO Box 97
  Cumberland, WI 54829

* If businesses will not send a bill, use the reimbursement form approach.

Tax Exempt Number (usage)

Due to current Wisconsin legislation, FOL is not currently eligible for a tax-exempt status.

FOL Volunteer Conduct and Code of Ethics

The FOL membership is open to everyone. Members agree to support a safe, inclusive, respectful environment free of discrimination, prejudice, gossip, or judgment.

Commitment to Accessibility and Inclusivity

Friends of the Library is committed to providing options for members to participate. Accessibility and Inclusivity are important goals of both the TSAPL of Cumberland and the Friends of the Library organization. We are happy to make accommodations or modifications to support individuals interested in membership.

Appendix

APPENDIX A – FOL Event Summary FORM

FOL Event Summary Form
TSAPL of Cumberland

Event Date_____ Time(s) _____

In Person ___ Virtual ___ Hybrid ___

Program or Event Description _____

_____

_____

Menu (if providing food) _____

_____

Vendors/Food Providers _____

_____

Number of Attendees _____ Number of FOL Volunteer Workers _____

Event Expenses _____ Donations Received _____

Volunteer Names / Comments _____

_____

_____

_____

_____

This form was completed by _____ on _____

                                      Name   Date

APPENDIX B – FOL Annual Committee Report FORM

Friends of the Library TSAPL Annual Reports – Officers and Committee Coordinators
Reports are due to the FOL Secretary the 1st Thursday of July each year and presented at the FOL Annual Meeting

Officer or Committee   _____   **Date**   _____

Name of Officer or Committee Coordinator   _____

Members of the Committee

_____

_____

_____

_____

_____

Meeting Dates and Highlights of the Year (June 30 previous year to July 1 Current year):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

APPENDIX C – SAMPLE Annual Hospitality Report

Annual Report: **Hospitality Committee**   **Date:** July 2023

Submitted by: Pat Bruder, Committee Coordinator

Dates covered in report: June 30, 2023 to July 1, 2024

Date	Event		Time	Menu	Attend	Donate	Expense
9/21/23	1.	Dave Housewright, Author	6 pm	Meat/Cheese	41	35	60
9/28/23	2.	Anna DeMers, Native plants	Noon	Chili	9	30	40
10/2/23	3.	Angela Nelli, Reception for Stained glass window artist	6 pm	Meat/Cheese, Crackers/Grapes	15	30	30
10/6/23	4.	J. Rebelsky, Astronomy eclipse	6 pm	Cookies	27	30	30
10/06/22	5.	B. Freeman author	6 pm	Cookies	32	50	30
11/16/22	6.	Autism to staff	noon	Chili	19	20	50
12/06/22	7.	N. Chiarkas author	noon	Soup	26	50	50
01/18/24	8.	K. Vetsch (KonMari)	noon	Pizza	39	50	75
02/08/24	9.	J. Kersten(Scams)	noon	Chili	28	50	50
03/09/24	10.	M. Rendon author	noon	Pizza	27	50	75
04/19/24	11.	S. Spoolman WI waters	noon	Chili	49	50	51
04/29/24	12.	I. Wischer (Farm table)	10:30 am	Donuts	60	50	55
05/10/24	13.	L. Landvik author	6 pm	Meat/cheese	37	75	60
05/17/24	14.	S. Carpenter zoom/seeds	noon	Pizza	21	49	50
Totals	**14**				**430**	**619**	**706**

Total Expenses: Included expenses for main items or specific event purchases. Excludes on-going inventory items used for multiple events: coffee, beverages, paper products, cleaning supplies, condiments, etc.

Volunteers: Organizing the help was never a problem this year. Ten different volunteers helped with the events throughout the year.

Misc Notes: Because of Covid awareness, the items served were different from other years. We no longer provided Subway sandwiches or other items requiring a lot of contact with the food at the serving area. We tried chili and pizza which were served to attendees by volunteers. Worked well.

APPENDIX D – FOL Installation Ceremony SCRIPT

President: Let us all repeat together the purposes of our organization as set forth in the Friends of the Library Bylaws.

Members: **The purposes of this organization are to:**
- **Encourage closer relations between the Cumberland, WI community and the library.**
- **Promote the use of the library by all segments of the Cumberland, WI community.**
- **Enrich the resources and facilities of the Thomas St. Angelo Public Library of Cumberland, WI.**
- **Establish a volunteer program to assist the library in meeting the needs of the community.**

President: Will the officers to be installed for *(insert year)* please stand as I call your names.
- President (*say the name of the President*)
- Vice President *(say the name of the Vice President)*
- Secretary *(say the name of the Secretary)*
- Treasurer *(say the name of the Treasurer)*

Members: **We support your leadership and involvement in the work of the Friends of the Library. We pledge to work with you as you strive to fulfill our purposes.**

Officers: We accept the responsibilities and opportunities placed upon us. As we serve, we seek your understanding and support. We will strive to do our best to honor the trust you have placed in us and fulfill the purposes of this organization.

President: I now proclaim these officers duly elected and installed as officers of Friends of the Library for the Thomas St. Angelo Public Library of Cumberland, WI. We thank you for your service.

APPENDIX E – FOL Membership Renewal Letter

Dear Member of Friends of the Library,

This letter is an annual reminder to renew your membership.

Continued membership gives you a voice in the planning, implementation and support of FOL sponsored events, programs and projects.

Members are encouraged to attend and participate at regularly scheduled meetings held on the third Thursday of the month in-person or via Zoom. The time and location will be designated in advance of the meeting by the officers.

Examples of how FOL has benefited the library include:

- Financial support for interior and exterior maintenance projects
- Assuming responsibility for organizing and selling reading material donated to Book Sale Room
- Providing and serving refreshments for library events
- Volunteering and financial support of youth programs

Membership renewal is easy! Simply fill out an application form and mail or drop it off at the library along with your check. The library's mailing address is: P.O. Box 97, Cumberland, 54829.

- ☐ Youth to age 18: $3.00*
- ☐ Adult: $5.00*
- ☐ Family: $10.00
- ☐ Single Lifetime: $100.00
- ☐ Family Lifetime: $150.00

* Scholarship for annual membership is available.

Additional donations are always welcome for the support of your library.

Name   _____

Address   _____

City _____ State _____ Zip _____

Phone   _____

E mail   _____

Friends of the Thomas St. Angelo Public Library of Cumberland
P. O. Box 97
Cumberland, WI 54829

APPENDIX F – FOL Membership Application FORM

Friends of Thomas St. Angelo Public Library
Membership Application Form

Membership is open to everyone. Your membership helps bring quality programs and services to the library, and your support is greatly appreciated.

Youth (up to age 18)............... $3
Adult... $5
Family $10
Single Lifetime $100
Family Lifetime......................... $150

Scholarship for annual membership is available.
Make checks payable to "Friends of the Library"
Membership year is July 1 to June 30

Friends of the Library
P.O. Box 97
Cumberland, WI 54829

Name _____

Address _____

_____

Phone _____

Email _____

APPENDIX G – FOL Membership Committee Correspondence

New Member Welcome

Welcome to the Friends of the Library. As a member you may participate in any of our programs and events. We encourage you to attend our monthly meetings either in-person or via zoom. You will receive an email notification with time and place for the monthly meeting a week or so before the meeting. Looking forward to working with you.

Thank You for Your Membership Renewal

Thank you for renewing your Friends of the Library membership. We value your participation in our programs and events throughout the year. We now offer our monthly meetings in-person of via zoom. Notice of the meeting time and place will be e-mailed to you a week or so before the meeting. Again, thank you.

Thank You for Your Donation

Thank you for your generous donation to the Friends of the Library. Any money raised or donated to the FOL is used to support initiatives identified and approved by the director of the TSAPL. The library plans and executes events and the FOL may supply hospitality, donate money, or provide volunteers to perform tasks. Again, thank you.

APPENDIX H – FOL Event Supply List

FOL Cabinet in Library Break Room

- Coffee maker
- Crock Pot
- Event list
- Pitchers for water
- Coffee (ground) / filters
- Sugar, creamer
- Little trays
- Holiday table cloths
- Aprons
- Name tags: Friends of the Library
- Napkins for different times of the year / holidays

APPENDIX I – FOL Reimbursement Form - BLANK

Friends of the Library - Reimbursement Form
TSAPL of Cumberland, WI

Invoice or Receipt(s) MUST be attached

Info to be filled out by Submitter

Name _____ **Date submitted** _____

Phone: _____ **Mailing Address** _____

Date of Event _____ **Program or Event Description:** _____

_____

_____

Expense Details:

Date Purchased	Expense $ and How paid*	Location of Purchase	Description

* cash, check, cc (credit card)

TOTAL Reimbursement Requested: _____

Info to be filled out by FOL Treasurer

Approved by_____ @ Friends meeting date _____

Submitted by _____

Check payable to _____

Date paid_____ Check # _____

Check Signers _____

APPENDIX J – FOL Reimbursement Form - EXAMPLE

Friends of the Library - Reimbursement Form
TSAPL of Cumberland, WI

Invoice or Receipt(s) MUST be attached

Info to be filled out by Submitter

Name _____*Mary Hines*_____   **Date submitted** _____*2/16/2024*_____

Phone: _____*715-555-1234*_____   **Mailing Address** _____*1234 3rd St, Cumberland 54829*_____

Date of Event _____*Feb 14, 2024*___   **Program or Event Description:** _____

Hospitality for Ukulele Valentine's Concert – served coffee, lemonade, valentine's cookies and candies.

Expense Details:

Date Purchased	Expense $ and How paid*	Location of Purchase	Description
2/12/2024	*25.52 / check*	*Nilssen's*	*Lemonade, cookies, candy - Valentine's theme*
2/12/2024	*10.00 / Cash*	*Dollar Tree*	*Napkins – replace supplies*

* cash, check, cc (credit card)

TOTAL Reimbursement Requested: _____*$35.52*_____

Info to be filled out by FOL Treasurer

Approved by_____ @ Friends meeting date _____

Submitted by _____

Check payable to _____

Date paid_____   Check # _____

Check Signers _____

APPENDIX K – FOL Book Sale Advertising Flyer EXAMPLE

FRIENDS OF THE LIBRARY
BOOK SALE

SATURDAY
JUNE 11
9AM - 3PM

CELEBRATION OF THE ARTS
Cumberland Tourist Park

Proceeds help fund programs at the Thomas St. Angelo Public Library.