

BY-LAWS

Friends of the Columbia Library, Inc. of the Lorain Public Library System

Article I – Name

The name of this organization shall be the Friends of the Columbia Library, Inc.

Article II – Purpose

The purpose of this organization shall be to maintain an association of persons interested in books and libraries; to support the mission and goals of the Lorain Public Library System as determined by the Board of Trustees of the Lorain Public Library System; to focus public attention on library services, facilities and needs of the Columbia Branch; to raise funds and influence the gifts of books, magazines, desirable collection, endowments, scholarships and bequests to the library through ways approved by the Board of Trustees of the Lorain Public Library System.

Article III – Membership

Section 1. Membership to this organization shall be open to all individuals in agreement with its purpose, including representatives of organizations, clubs, and businesses when such representation is desired.

Section 2. Each membership type shall be entitled to one vote. Each member must be eighteen (18) years or older in order to vote. The membership term shall run from January 1st to December 31st of each year.

Section 3. The annual membership dues shall be set by majority vote of the membership at the December general meeting.

Membership types and dues as of 2025 follow:

- Student (< 18) \$2.00
- Individual \$10.00
- Senior (65+) \$5.00
- Life and Family \$100.00 (one vote)
- Corporate/Organization \$50.00

Article IV – Officers and Committees

Section 1. The officers shall be as follows:

President
Vice-President
Recording Secretary
Fiscal Officer
Membership & Fundraising Coordinator

The President, Vice-President, Recording Secretary, Fiscal Officer, and Membership & Fundraising Coordinator have no term limits but must stand for election at each election cycle.

Section 2. These five officers comprise the Board of Directors and serve as the governing body of the Friends of the Columbia Library, Inc. They meet at the call of the President. Vacancies are filled by appointment of the Board. The Director of the Columbia Branch, or designee, shall be an ex-officio member of the Board and have no vote.

Section 3. Responsibilities of Officers.

President:

Section 1. Shall be the duty of the President to preside at all meetings or provide for someone to preside in his or her absence.

Section 2. Shall call special meetings as deemed necessary.

Section 3. Shall appoint committee chairpersons, as needed, for activities such as Book Sales, Fundraising, Publicity, Election, and other services.

Section 4. Shall appoint an auditor, not an officer, to audit the Fiscal Officer's books at the end of December. The audit findings will be presented to the membership at the first meeting after the fiscal year end.

Section 5. Shall provide meeting agendas and remind members about the monthly meetings and activities.

Section 6. Shall be ex-officio member to all committees.

Section 7. Shall appoint a Historian each year at the December meeting.

Section 8. Shall have the duty of the fiscal officer in his or her absence.

Section 9. Shall upon approval, state the monetary amount to be donated to the Foundation of the Lorain Public Library System.

Section 10. Shall upon approval, designate the monetary amount to be donated to the Columbia Library Levy Committee.

Section 11. Shall be responsible for the execution of all valid resolutions passed by the Friends of the Columbia Library, Inc

Section 12. Oversee and support all fundraising activities for the Friends of the Columbia Library, Inc.

Section 13. Promote the Columbia Branch and the Friends of the Columbia Library, Inc. group throughout the community.

Section 14: Shall, in collaboration with the fiscal officer, present an annual budget at the December regular meeting.

Vice President

Section 1. Shall assist the President and perform duties of the President in his or her absence or inability to serve.

Section 2. Serve as Nominating Committee Chairman

Section 3. Promote the Columbia Branch and the Friends of the Columbia Library, Inc. group throughout the community.

Recording Secretary

Section 1. Shall be the duty to keep a record of all meeting proceedings, noting attendance and resolutions made.

Section 2. Shall provide a copy of the minutes to all officers through email or paper copy within 10 days.

Section 3. Read all correspondence to the Friends of the Columbia Library, Inc. group.

Section 4. Shall conduct correspondence as may be requested by the President.

Section 5. Promote the Columbia Branch and the Friends of the Columbia Library, Inc. group throughout the community.

Fiscal Officer

Section 1. Shall be the duty to receive all contributions from book sales, donations, fundraising events, and memberships.

Section 2. Shall make all deposits into the account at Huntington Bank and shall manage all electronic donations through PayPal.

Section 3. Shall keep an accurate record of all receipts, expenditures and donations and make a financial report at each meeting.

Section 4. Shall submit a copy of the annual report of revenues and expenditures to the Board of Trustees of the Lorain Public Library System (copy of monthly bank statements, December's report and a written approval the auditor.)

Section 5. Shall annually order, purchase and present the Columbia High School yearbook to the Columbia Branch.

Section 6. Shall donate money to the Foundation of the Lorain Public Library System, Inc. on behalf of the Columbia Branch.

Section 7. Shall donate money to the Columbia Library Levy Committee.

Section 8. Shall file the Ohio Sales Tax for the monetary book sales amounts.

Section 9. Shall file the 990N with the Ohio Attorney General in regard to the Friends 501-3-C status.

Section 10. Shall annually send a general membership approved donation the *Rural Urban Record*.

Section 11. Shall annually renew the Ohio Library Council registration.

Section 12. Promote the Columbia Branch and the Friends of the Columbia Library, Inc. group throughout the community.

Membership & Fundraising Coordinator

Section 1. Shall record and keep a membership roster with names, addresses, phone numbers, demographic information, type of membership and emails.

Section 2. Shall provide the membership roster to the Columbia Levy Committee, Library Director, and officers as requested.

Section 3. ~~Mail~~-Solicit annual membership renewals of all membership types.

Section 4. Bring fund-raising ideas to the committee for discussion and approval. In collaboration with officers and general membership, organize fundraising events.

Section 5. Coordinate the collection of donations, prizes, or other forms of support, from the community for events and activities that benefit the Columbia Branch Library.

Section 6. Promote the Columbia Branch and the Friends of the Columbia Library, Inc. group throughout the community.

Article V – Elections

Section 1. A committee to nominate officers will be appointed by the President in August. The Nominating Committee will present their slate of officers at the October meeting. Nominations will also be taken from the floor, or through acclimations, at the October meeting. The Nominating Committee will also serve as Election Committee to prepare paper ballots, if necessary, and maintain a fair election.

Section 2. Election of officers will take place at the December meeting. Only members current on their dues will be permitted to vote. Members must be present at the meeting to vote. Each member must be eighteen (18) years or older to vote. No proxy or mailed ballots will be permitted. Ballots will be counted by the Election Committee and results will be given as the last item of the meeting agenda.

Article VI – Meetings

Section 1. The Friends of the Columbia Library, Inc. will meet six times a year as called by the President. Written notification will be published in the local newspaper at least two weeks prior to the meeting date. Electronic notification may be made for regular or special meetings. Officers will be nominated at the meeting held in October. The annual meeting is held in December for the purpose of electing officers. The By-Laws will be reviewed bi-annually (every two years) and updated as necessary at the February meeting.

Section 2. The rules contained in Robert's Rules of Order Revised shall govern meetings of the Friends of the Columbia Library, Inc. in all cases to which they are applicable except when these rules conflict with the By-Laws or the law of the State of Ohio.

Section 3. Quorum. A quorum for legal meetings shall consist of no less than eight (8) voting members. No proxies will be stipulated or accepted in lieu of attendance.

Section 4. Electronic/Special Meetings. Electronic or special meetings may be called by the President. Notification for such meetings shall be published in the local newspaper and/or notified to the general membership, via email, telephone, or other form of notification, at least two weeks prior to the meeting date, or as soon as possible.

Article VII – Funds

Section 1. The fiscal year of the organization shall begin on January 1 and end on December 31 of each year.

Section 2. All funds disbursed must be for the benefit of the Lorain Public Library System, one of its branches, services, or programs, or for the administration or operation of the Friends

of the Columbia Library, Inc. The President and Fiscal Officer may approve expenditure of funds for immediate need up to \$200.00 per incident.

Article VIII – Amendment to By-Laws

The By-Laws may be amended at any regular meeting of this organization by two-thirds vote of the membership present provided that a notice of the proposed amendments is mailed or electronically sent to all members at least 10 days prior to the meeting.

Article IX - Property and Dissolution

If the Friends of the Columbia Library, Inc. organization is dissolved, all property not needed for payment of debts and expenses shall be transferred to the Columbia Branch.

By-Laws: Revised, April 2019
Reviewed & Revised, October 20, 2020; Approved April 20, 2021
Reviewed & Revised, October 15, 2024
Reviewed & Revised, December 17, 2024; Approved February 18, 2025