Friends of the Johnson County Library
Board of Directors
Operating Handbook
Approved September 2011
Purpose
The purpose of the Friends of the Johnson County Library (Friends) is to bring together individuals interested in the Johnson County Library system, promote informed community interest in the Library functions, resources, services and needs, and to raise supplementary funds for the Johnson County Library.

History of the Johnson County Library and the Friends of the Johnson County Library
The Johnson County Library was founded in the early 1950s. It began with the PTA Library Committee at Prairie School. From this, a group of volunteers emerged who promoted the need for a county public library. The group, known as the Citizens Library Committee, recruited additional volunteers who carried petitions throughout the County. They were successful in getting a library question on the ballot in the fall of 1952 which was approved by voters four to one.

Since funding was not immediately available to establish and operate a library, the volunteers continued with their mission. They collected books, asked for lumber donations, built shelves, made curtains and painted walls.

On June 2, 1953, they opened the first volunteer library in the Dunbar School in Shawnee. The group sought out other locations for libraries including area stores and homes. A second library opened in the basement of a committee member's home in Merriam, and a third in the basement beneath Jay’s Men’s and Boy’s Wear in the Prairie Village Shopping Center.

Several small, self-service libraries were set up in Gardner, Ochletree, Spring Hill, Edgerton and Stanley. Each had about 200 books which rotated every 60 days. By 1954 eleven volunteer branches were operating. People came to borrow books, donate materials and volunteer to help the Library.

The Library received its first funding from the Board of County Commissioners in 1955, a budget of $32,000, and a first director, County Librarian Shirley Brother. Almost immediately, Miss Brother took charge of the volunteer libraries in storefronts and homes all over the county. One by one in late 1955 and early 1956, these volunteer libraries were taken over from the Committee volunteers by the new, paid library staff, the “real” library staff.

That same year the Citizens Library Committee then reorganized as the Friends of the Johnson County Library with more than 150 charter members. Gathering at Mrs. James May’s home on March 26, 1956, 13 Committee members heard Miss Brother’s report of this progress and also of plans for a possible headquarters building at the corner of Highway 50 and Antioch Road. In 1956 the Antioch Branch opened as “headquarters” on its present site and bookmobile service began to outlying communities. Antioch Library subsequently served as Headquarters for nearly 40 years until the move to the new Central Resource Library in August 1995. It reopened in April 1996 as a branch library.

Now that they did not need to campaign or run the volunteer libraries, the County Librarian told them, the founders could convert themselves to a library support group, perhaps renaming the Committee the “Friends of the Library.” Further, she said, “since this is the first county library in
Kansas it will be used as an example, a high level of library service will be demanded, and an interested citizens group is necessary."

Sally May agreed to chair a committee that subsequently recommended forming a Friends association, "to be sponsored by the Johnson County Library Committee and augmented by various groups and interested persons throughout the county." An organizational meeting was scheduled for October 22, and launch was in Book Week beginning November 26, 1956, with Sally May as the first Friends President.

The founders had found a permanent, ongoing role in the life of the Johnson County Library. The zeal exhibited in founding the library characterized the Friends members’ work during ensuing decades. In the late 1950s they organized and hosted special events for the Library. During the 1960s and 1970s the Friends advocated for a bond issue to build the Corinth Library. The 1980s and 1990s saw a major change in the Friends work as they added book sales to their support of the Library. They also campaigned for the Central Resource Library bond referendum of 1992 for $12.8 million.

Today, the Friends of the Johnson County Library has an annual budget of more than $350,000, five paid part-time staff positions, and a membership of more than 800. In 1996, the Friends opened a used book store in the Antioch library. This venture was so successful that another used book store was opened in the Blue Valley library in 2003. In the summer of 1988 the Friends launched its first Annual book sale and in November 2010 added another large annual community used book sale which was held at Metcalf South Shopping Center. With the evolution of the Internet, the Friends began selling used books through four internet outlets, including Amazon. Materials for the Friends sales operation come from two sources – materials weeded from the Library’s collection and donations from the greater community. Funds received through the Friends sales operations are used for Friends expenses and the remainder is presented to the Library to support programming, collections, and staff development.

Each year, the Friends presents the Award for Distinguished Service (renamed the Shankel Award for Distinguished Service in honor of long-time Friends volunteers Opal and J.D. Shankel) to a Library volunteer who has shown exceptional dedication to the Library.

The Friends wields its political clout as "an interested citizens group," just as Miss Brother predicted would be so important. At the annual library budget hearing, the County Commissioners face the Friends representatives sitting on the front row with their identifying buttons. Friends members also participate in the Kansas Library Association (KLA) Legislative Day each year to communicate with legislators about library issues.

The Friends is also an award winning organization. In 2000 and 2010, the Friends won the ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) Library Friends Group of the Year Award and in 2000 and 2009 won the FOKL (Friends of Kansas Libraries) Library Friends Group of the Year Award. ALTAFF also awarded the Friends a “Best Friends” award for their promotional ideas and included Friends best practices in a recent book. The Friends have also been awarded the ALA (American Library Association) Best of Show for their popular National Library Week Bookmark contest.
Relationship with the Johnson County Library, Johnson County Library Board and Johnson County Library Foundation

The Johnson County Library provides a liaison between the Library and the Friends through the Library Community Relations Manager. In addition to used bookstore space in Antioch and Blue Valley libraries and some book storage space at Antioch, the Library also provides some clerical support which includes processing of memberships and maintaining the membership database, volunteer coordination, transporting of donated books, and webpage management services to the Friends. The Friends purchases the materials weeded from the Library collection for resale through the Friends book sale operations and leases its own space for the book sorting operations. This relationship is clarified in an annual Memo of Understanding between the Library and the Friends.

The Johnson County Library Board is the governing entity for the Library. The Friends provides a monthly report of its activities to the Library Board and works in concert with the Library Board to support and promote the Library.

The Johnson County Library Foundation supports the Library by building an endowment for the Library’s collection and securing support for life-long learning programs of the Library. The Foundation Board and the Friends Board work in concert to support and promote the Library.

The newsletter Experience the Johnson County Library is a collaboration between the Library, the Foundation and the Friends. The newsletter highlights programs and events of the three organizations and is published three times a year.

Friends Sponsorship of Library Programs

The Friends sponsors the Volunteer Recognition Event for the Johnson County Library Volunteers and presents the Shankel Award for Distinguished Library Service to a Library volunteer whose service to the Library is long-term and outstanding.

The Friends also sponsors the annual Bookmark Design contest. Bookmark winners in each age group are presented a number of prizes and the bookmarks are printed and distributed through each neighborhood library.

Friends Membership in Library Organizations

The Friends receive membership information and benefits through the Library’s membership in the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) a division of the American Library Association (ALA), and the Kansas Library Association (KLA).

Conflict of Interest

The standard of behavior of the Friends is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of the Friends as an organization, and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
Board of Directors
The Board of Directors is comprised of twelve directors who each serve a three-year term. Each year four directors are elected. The officers of the Board of Directors are: President, Vice President/President Elect, Treasurer and Secretary. Each officer serves a one-year term.

Criteria/Expectation for Friends Board Members
- Board Member is a member of the Friends of the Library
- Willing to serve a three year term as an elected member (or serve some portion thereof if appointed to fill the remainder of a vacant, unexpired term)
- Willing to review the board packet materials and otherwise prepare for board meetings as requested by President or other officer
- Committed to attending ten board meetings with an occasional exception excused in advance
- Willing to participate actively in one or more committees and carry out appropriate assignments outside monthly board meetings
- Willing to serve as an officer or in other leadership roles
- Agrees to record volunteer hours each month and submit to Library Volunteer Coordinator
- Attends as many Friends and Friends-sponsored library activities as possible
- Acts as an ambassador for the Friends and the Library in a formal and informal capacity

Board Officers

President Job Description
From Friends of Johnson County Library Bylaws
The President shall preside at all meetings of the Friends, appoint members to committees not otherwise provided for in the bylaws and perform all duties of that office as may be prescribed in the bylaws or assigned by the Board of Directors and shall coordinate the work of the Officers and committee of the Friends in order that the purpose may be promoted. He/she shall be an ex-officio member of all committees

Board Duties
- Board meetings - Prepare agenda for monthly board meetings with Community Relations Manager, preside over board meetings, and review meeting minutes before Board approval
- Executive Committee Meetings - Call, prepare agenda and preside at Executive Committee meetings as needed
- Board Committees - Appoint and oversee Friends Board Committees, as needed; attend committee meetings and assist committee chairs, as needed
- Make decisions not requiring a Board vote
Sign contracts on behalf of the Board and be a signatory on the Friends bank accounts

Conduct an orientation for new Board members

**Represent the Friends in the library and the community**

Library Board meetings - Represent the Friends at monthly Library Board meetings to give oral and written reports, or designate alternate

Library Foundation meetings - Represent the Friends at monthly Library Board meetings to give oral and written reports, or designate alternate

Friends Annual Meeting - Preside over Friends Annual Meeting, present year in review, conduct election of officers, and present awards to outgoing Board members

Library Volunteer Appreciation Event - Speak at annual library volunteer appreciation event and assist with presentation of awards, sit at head table and act as host, as requested

Board of County Commissioners (BOCC) Budget Hearings – Represent Friends at annual library budget hearings with the BOCC

Bookmark Contest – Present awards to winners of the Friends Annual Bookmark Contest

Presentation of the Shankel Distinguished Library Service Award to library volunteer

Represent the Library and/or the Friends of the Library at appropriate community events

Write guest column for newspaper, as required

**Interface with other library entities**

**Library Staff**
- Interface and communicate with County Librarian
- Interface and communicate with Library Community Relations Manager and Volunteer Coordinator

**Library Foundation**
- Interface and communicate with JCL Foundation Executive Director and President
- Report significant activities to JCL Foundation Board
- Attend annual JCL Foundation gala and other Foundation events as invited and as feasible

**Library organizations**
- Keep current with ALTAFF and KLA mailings and information
Development

Attend American Library Association and Kansas Library Association conferences and other non-profit management training opportunities

Miscellaneous

Correspondence – Write thank you notes to large donors to Friends and respond to correspondence directed to the Friends President

Meet general expectations for all board members

Vice-President/President Elect Job Description
From Friends of Johnson County Library Bylaws

The Vice-President shall assist the President and shall perform the duties of the President in the absence or disability of that officer to act.

Board Duties

Attend and participate in Executive Committee meetings as called by the President

Miscellaneous

Represent the Library and/or the Friends of the Library at appropriate community events

Meet general expectations for all board members

Treasurer Job Description
From Friends of Johnson County Library Bylaws

The Treasurer shall have custody of all of the funds of the Friends; shall keep a full and accurate account of all receipts and disbursements; and shall make disbursements in accordance with the approved budget, as authorized by the Board of Directors. He/she shall be responsible for the maintenance of such books of account and record and conform to the requirements of the Bylaws. The Treasurer shall present monthly financial statements to the Board of Directors, prepare an annual report for the annual meeting, and shall keep complete organizational accounts.

Board Duties

Prepare a Treasurer’s report for inclusion in the board packet and make a brief oral report at the Board meeting

Attend and participate in Executive Committee meetings as called by the
President

Prepare a draft budget in consultation with the committee chairs, bookstore managers and other appropriate parties for consideration at the Executive Committee fall meeting

Prepare final budget for board approval based upon recommendations of Executive Committee

Participate in Operations Oversight Committee

Treasurer Duties

Receive and record all receipts of funds for the Friends

Disburse funds in payment of all invoices, and requests for reimbursement in accordance with expense authorization procedures and currently approved budget

Prepare and issue all payroll checks for employees

Reconcile bank accounts monthly

Prepare, remit and file all required payments and forms in a timely manner for Kansas Retailers Sales Tax; and federal and state payroll taxes

Prepare and issue in a timely manner all W-2, W-3 and KW-3 forms for all employees

File Federal 990 and Kansas Corporation report

Prepare reports for other entities such as insurance carriers

Specific Treasurer duties can be delegated to staff or contractors as necessary with the approval of the Board of Directors

Supervise Friends Business Manager

Miscellaneous

Represent the Library and/or the Friends of the Library at appropriate community Events

Meet general expectations for all board members
Secretary Job Description
From Friends of Johnson County Library Bylaws

The Secretary shall assure that the minutes of all meetings are made and kept with permanent records of the Friends and shall perform such other duties as delegated. The Secretary will record and maintain all correspondence required for the organization.

Board Duties

- Ensure that notices of board meetings and board packets are sent to board members in advance of board meetings
- Ensure that board meeting minutes are kept and maintained
- Provide copies of board meeting minutes for board approval
- Provide information distributed at board meetings is sent to absent board members
- Attend and participate in Executive Committee meetings as called by the President

Secretary Duties

- Initiate and answer unofficial correspondence of the board, including Thank you notes
- Purchase and send recognition gifts and other tokens from the board

Miscellaneous

- Represent the Library and/or the Friends at appropriate community events
- Meet general expectations for all board members

Standing Committees

Executive Committee
The Executive Committee is composed of current Friends officers: President, Vice President/President Elect, Treasurer and Secretary. The President serves as the chair of the Executive Committee which meets as needed to determine the goals for the year. The goals are approved by the board and will guide the committees in their goals for the year. The Executive Committee also reviews budget requests before presentation of the budget for approval by the board. The Executive committee also meets when necessary to discuss issues impacting the organization.
**Advocacy Committee**
The Advocacy Committee meets as needed to develop plans to promote the Library, to interact with legislators, county commissioners, and other interested parties to support the library budget and funding requests, and other appropriate library matters. The Advocacy Committee communicates the plan to the Friends membership and encourages participation in advocacy activities. The Advocacy Committee provides Friends speakers at community events to inform the participants about the services the library offers, importance of continued excellence of the library and other appropriate topics. The Advocacy Committee also proactively seeks forums to promote the library.

**Operations Oversight Committee**
The Operations Oversight Committee meets monthly or as needed to oversee Friends book store and book sale activities, including Internet sales. It also serves as an advisory and management committee for the Friends Book Operations Manager.

**Organizational Development Committee**
The Organizational Development Committee meets as needed to 1) develop a slate of officers and board members to be elected at the annual meeting, 2) review by-laws and, if needed, formulate changes to be brought to the board and approved by the Friends membership, 3) make recommendations for appointment by the President to fill vacant board positions, 4) make recommendations for committee chairs and committee members, 5) review and update board officer job descriptions and board member expectations, 6) implement a plan for recruitment of Friends leadership through general Friends membership, committee membership and Board of Directors.

**Ad Hoc Committees**
The Board may convene and disband ad hoc committees, as needed, to address special projects of the Board.

**Friends of Johnson County Library Employees**
The Friends currently has five paid staff positions: Book Operations Manager, Book Store Supervisor, Internet Sales Supervisor, Book Operations Assistant, and Business Manager.

**Book Operations Manager**
Primary responsibilities are to oversee and coordinate all book operations such as the book sorting operation including developing and implementing procedures, establishing and managing shift supervisors, and providing training and supervision for sorting volunteers; coordinating and managing all book sales; and assigns and directs work of the Book Stores Supervisor, Internet Sales Supervisor and Operations Assistant.

**Book Stores Supervisor**
Primary responsibilities are to manage the book store operations, maintain and update book store policies and procedures, establish book store pricing guidelines, and oversee rotation of inventory of book stores.
Internet Sales Supervisor
Primary responsibilities are to manage all Internet Sales, maintain and update Internet sales policies and procedures, supervise and train Internet sales volunteers and monitor Internet sales inventory.

Book Operations Assistant
Primary responsibilities are to assist the Book operations Manager with book operations.

Business Manager
Primary responsibilities are to handle all day-to-day financial transactions including receipts and disbursements of funds, payroll, and insurance; preparing reports for board and outside entities, work with Treasurer to prepare annual budget, and other financial or business tasks that may arise.

Sales and Income Sources

Used Book Stores
The Friends operates two used book stores, one at the Antioch Library and the other at the Blue Valley Library.

Community Book Sales
The Friends operates several large community book sales, generally in June and in November at a public location and may also operate smaller sales at neighborhood libraries or other venues.

Internet Sales
The Friends sells books on-line through several outlets.

Memberships
The Friends collects annual membership dues from it members.

Promotional Sales
The Friends also sells some promotional items such as canvas bags and t-shirts.

Book Operations Locations
Currently, the Friends leases space at 8279 Melrose, Lenexa, Kansas for its book sorting and Internet Sales and shipping operations. They also operate two used book stores located at the Antioch Library, 8700 Shawnee Mission Parkway, Merriam, Kansas and at the Blue Valley Library, 9000 W. 151st Street, Overland Park, Kansas.
Friends of the Johnson County Library Policies

Financial and Organizational Management Policies

All cash accounts owned by the Friends will be held in financial institutions which are federally insured.

Bank signatories shall be President, Treasurer, and Business Manager (employee).

The Friends shall maintain a minimum of four months of operating expenses between its operating and savings bank accounts at all times. In the event that balances fall below that amount the President and Treasurer should be notified immediately. In the event that there is an excess of four months operating expenses, the Board may approve a transfer to the Johnson County Library Foundation for use by the County Librarian.

A petty cash fund of $50 shall be maintained for small purchases. A receipt for each purchase shall be kept with the petty cash fund. The Business Manager and the Book Operations Manager shall administer the petty cash fund. Employee paychecks and/or personal checks will not be cashed through the petty cash fund or from the cash drawers of the bookstores of the Friends.

No salary advances to staff shall be made under any circumstances and no travel cash advances will be made except under special conditions and preapproved by the Treasurer.

The Friends shall reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred. Mileage shall be reimbursed at the current mileage rate used by the Johnson County Library.

Bank statements shall be reconciled monthly in order to account for any outstanding or lost checks.

The services of a Certified Public Accountant may be engaged to prepare an audit or a review of the financial statements upon the request of the Board.

Each year the Friends shall enter into a Memo of Understanding with the Library to clarify the services received from the Library, the responsibilities of the Friends to the Library regarding services received from the Library, and the fee paid to the Library for the weeded books from the Library. This memo also states that funds donated by the Friends to the Library to the Library will be held by the Johnson County Library Foundation in a separate account for use by the Library. The County Librarian will have full discretion to use those funds to support the programs of the Library. The County Librarian and Foundation shall report on a quarterly basis to the Friends the expenditures from those funds.

All contracts entered into by the Friends must be approved by the Board and signed by the President or his/her designee. Competitive bids shall be obtained for items in excess of $1,000. Selection shall be based on cost, service and other elements of the contract. The Friends may award a contract to any provider and is not required to accept the lowest cost proposal.
The Book Operations Manager and Business Manager shall have a Friends of the Johnson County Library credit card for the purchase of Friends supplies and materials. No personal use of the credit is authorized.

An annual operating budget shall be approved by the Board prior to the fiscal year. Moving budgeted funds from one line item to another within a budget category may be made without Board approval but moving funds from one category to another or an increase in budgeted expenses in excess of 10% of the category must be approved by the Board. Regular operating expenses may be approved by the staff responsible for that line item in the budget.

The Friends shall use Generally Accepted Accounting Principles (GAAP) in maintaining its financial records.

The Treasurer shall provide financial statements at each board meeting for approval by the Board.

The Friends shall file all pertinent tax and informational reports as required by the state and federal government such as the annual report to the state of Kansas and the Federal 990 form.

**Risk Management Policies**

The Friends shall purchase appropriate insurance protection to insure against theft and casualty losses and against liability losses. This insurance protection includes but is not limited to Workers Compensation insurance, Property and Casualty insurance, and Liability insurance. Officers and Directors insurance will be maintained to indemnify the Board of Directors.

Financial and operational documents shall be filed and retained in a secure location. Non-current records shall be maintained for seven years.

Keys to locked file cabinets shall be in the possession of the Business Manager and the Library Community Relations Manager. Keys to the sorting operations shall be in the possession of the Book Operations Manager, Business Manager and the Library Community Relations Manager.

Combinations to the safes in the bookstores shall be in the possession of the Book Operations Manager, Business Manager and Library Community Relations Manager. Bookstore volunteers will also have possession of the safe combinations. The combination to the safe in the Friends office shall be in the possession of the Book Operations Manager and Library Community Relations Manager.

Passwords for the Business Manager’s computer, and Internet Sales sites will be in the possession of the Business Manager, the Treasurer, and the Library Community Relations Manager.

**Gift and Donation Acceptance Policies**

The Friends may accept unrestricted gifts to the Friends of the Johnson County Library. If the gift contains restrictions concerning its use, acceptance will be conditional upon approval of the restriction by the Board of the Friends.
Gifts to the Library shall be directed to the Johnson County Foundation or the Library Gift Fund.

The Friends accepts donated materials to be sold through the Friends book sales operations. Donors with a large number of books will be asked to bring the books to the Friends book sorting facility. Donors of books will receive a tax deduction receipt. Donations are accepted at all branches except DeSoto, Edgerton and Spring Hill.

The following are materials the Friends accepts:

- Hardback Books
- Paperback Books
- Books on Tape
- Books on CD
- Movies on VHS
- Movies on DVD
- Music CDs
- Textbooks

The following are materials that Friends does not accept:

- Books that are water damaged, moldy or have missing pages
- Magazines
- Newspapers
- LP Records
- Music Cassettes
- Encyclopedias over 10 years old

**Operational Policies**

All books must be made available through the public through the internet sales, book store or community book sales per Library ARM 50-20-50 Surplus Property. (Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends for the purpose of offering them for sale to the public).

Materials remaining from book sales will be made available free of charge to non-profit agencies, community organizations, schools, churches, libraries and government agencies. Registration of agencies seeking donation should be made through the Library’s Community Relations Manager prior to book sales.

Each year the Friends may award a $1,000 grant to one of the members of the Northeast Kansas Library (NEKLS) and book sale vouchers to ten members of NEKLS to support smaller regional libraries.
Volunteers who work in the Friends book sales operations cannot be currently selling books online as this is a conflict of interest. The Library Volunteer Coordinator will screen prospective volunteers regarding this issue.

The volunteers who work in the Friends sorting and book sales operations are covered by the County’s workers compensation insurance. Any accident or injury should be reported immediately to the Friends Book Operations Manager.

The Friends paid staff is covered by the Friends workers compensation insurance. Any accident or injury should be reported immediately to the Friends Book Operations Manager.
Friends of the Johnson County Library Organizational Chart