

# North Port & Non-profits United (NP2) Program Application

Submitted on 14 August 2024, 11:41am

Receipt number 13

Related form version 1

Agency Name: Friends of Shannon Staub Public Library

Tax ID Number: 47-5062036

Agency Website: friendsofsspl.org

Agency Street Address: 4675 Career Lane

Unit/Suite:

City: North Port

State: FL

What county will your program serve? Sarasota

What city will your program serve: North Port

## Application Contact Information

Prefix: Mrs.

First Name: Sandy Carlaccini

Last Name: Sandy Carlaccini

Job Title: President

Phone Number: 12526704586

Email Address: sandy.carlaccini@gmail.com

## Requested Mission Support Item Information

What is your non-profits mission? The Friends of Shannon Staub Public Library, Inc. (FOSSPL) is a group of dedicated individuals whose mission is to ensure an exciting, worthwhile, and sustainable library that engages the community.

<b>Title of Project:</b>	Shannon Staub Library Large Print Books
<b>Amount Requested:</b>	\$2000
<b>Please describe the item needed:</b>	The funds would be used to purchase Large Print books to support the increasing population of retirees in the community.
<b>In detail, how will this item assist the North Port community?</b>	The Shannon Staub Library receives an annual budget from Sarasota County. These funds are used for positions, books, etc. The amount of money for books is limited. FOSSPL also provides the library with a budget to support programming. As shared by the library manager, the large print book section was minimal, at best. By providing grant funds to purchase large print books, which cost more than regular print, the library could offer a larger variety of books to their patrons, many of whom are retired.
<b>Please describe the expected impact:</b>	With more large print books to offer, Shannon Staub Library will provide further service to the older population as well as other patrons who find it necessary to check out large print books.
<b>Please describe what data or statistics will be utilized to measure the impact:</b>	With the purchase of the large print books, FOSSPL the library would create a baseline for the number of checkouts and then monitor check outs to gauge an increase in usage. Also, to get the word out to the community about the enhanced collection of large print books, the information will be shared through social media, on the library and FOSSPL websites, and print media.
<b>Is your impact reliant on a partnership with an external agency?</b>	No. FOSSPL will work with the Shannon Staub Library on the purchase of the large print books.

## Strategic Pillars

<b>Under what Strategic Pillar does your mission support item most align with and why?</b>	The Quality of Life Pillar's Priority 8 focuses on the support of nonprofits. Indicator 8.1 speaks of bridging the accessibility gaps of the elderly population. Many older community members are not comfortable with technology and rely on the local library for reading material. Being able to check out a large print book of their favorite author allows them to enhance the fundamental skill of reading.
	Pillar 2: Quality of Life

## Uploads

<b>Articles of Incorporation</b>	<a href="#">12-FossplFinalBylass2019-8-20.docx</a>
<b>IRS 501(c)3 Non-profits Determination Letter</b>	<a href="#">FOL IRS Letter for 501 (c) (3) status (1).pdf</a> <a href="#">501c3NameChangeLtr2017-3-25.pdf</a>
<b>Most Recent IRS 990 Form</b>	<a href="#">990N 2023 FOSSPL.png</a>
<b>Example/Image/Link of Support Item</b>	<a href="#">Charitable Solicitation Exp 32325.pdf</a>
<b>Link</b>	
<b>Signature</b>	

John V. Colacina

[Link to signature](#)

# NP2 Non-Profit Application Checklist

Review each application submitted by the non-profit agency to ensure completion of application and all required documentation.

Agency Name: Friends of Shannon Staub Public Library

Tax ID: 47-5062036 Requested Amount: \$ 2,000

Agency Street Address: 4675 Career Lane

City: North Port State: FL Zip Code: \_\_\_\_\_

Documents	Complete	Notes
Application	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Articles of Incorporation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
501 (c) 3 Non-Profit Determination Letter	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IRS 990 Form (if applicable)	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	exempt letter IRS
Sunbiz Information	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Cost of Mission Support Item	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	\$2,000
Reasonable Purpose	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Link to Requested Item:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	vague (books)
Notes e-postcard for 990 8/20/24 CW		*need link or books requested

Reviewed By: C. Ualdy Date: 8/16/24

Bylaws  
of  
Friends of Shannon Staub Public Library, Inc.

ARTICLE I  
Corporation

**Section 1.1. Corporate Name.** The name of the Corporation shall be Friends of Shannon Staub Public Library, Inc. (the "Corporation"), a Florida not-for-profit corporation.

**Section 1.2. Corporate Offices.** The Corporation shall have and continuously maintain in this State a registered office and a registered agent whose office address is identical with such registered office and may have other offices within or without the State of Florida as the Board of Directors may from time to time determine.

ARTICLE II  
Member

**Section 2.1. Members.** The Corporation shall have members as determined by their membership application and their monetary membership donation. Only the Board of Directors shall have voting rights.

**Commented [WD1]:** Describe here whether or not your corporation will have members and the method of selecting the members.

If the members do not have voting rights, it may be noted here.

ARTICLE III  
Board of Directors

**Section 3.1. Number, Qualifications and Term of Office.** The Board of Directors shall consist of not less than eight (8) and not more than 15 persons. The number of directors may be increased or decreased from time to time by vote of a majority of the directors. Directors may be elected at the Corporation's annual meeting. Each director, except one appointed to fill a vacancy, shall be elected to serve a three (3)-year term or until his or her successor shall be elected and shall qualify, or until his or her earlier resignation, removal from office, or death. No individual may serve more than nine (9) consecutive years as a director of the Corporation.

**Commented [WD2]:** Do not specify the number of board members – always have a range so there are no emergency meetings to fill vacancies.

If a member organization, define if the board members are elected by the board or the membership.

**Commented [WD3]:** It is considered best-practices for the Board to be self-selecting. If yours is a membership organization, give serious thought to whether or not the membership should elect the Board.

**Section 3.2. Powers.** All corporate powers must be exercised by or under the authority of, and the affairs of the Corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the Articles of Incorporation.

**Commented [WD4]:** Alternate language if you want to limit the number of years anyone may serve: No individual may serve more than XX years as a director of the Corporation.

**Section 3.3. Vacancies.** Vacancies on the Board of Directors, if filled, shall be filled by a majority vote of the remaining directors. Directors so selected shall serve for the unexpired term of their predecessor, or until their successor is elected by the Board at the next annual meeting or at a special meeting earlier called for that purpose.

**Commented [WD5]:** This ties back to section 3.1. If you don't specify an exact number of members, you don't have to fill a vacancy on an emergency basis.

**Section 3.4. Removal of Directors.** In the event of removal of a director, the Board shall proceed with such removal in the manner provided in Florida Statute 617.0808 as amended from time to time.

**Commented [WD6]:** This is quite a long statute. If a director must be removed, go to [http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_S tatute&Search\\_String=&URL=0600-0699/0617/Sections/0617.0808.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_S tatute&Search_String=&URL=0600-0699/0617/Sections/0617.0808.html) to reference the specific statute.

**Section 3.5. Remuneration of Directors.** No director shall receive any compensation for serving the Corporation as a director; provided however, that nothing herein contained shall be construed to preclude any director or Board committee member from receiving compensation from the Corporation for expenses actually incurred for serving the Corporation as a director, or for services actually rendered

**Commented [WD7]:** Unless the articles of incorporation or the bylaws provide otherwise, the board of directors may fix the compensation of directors.

This language is for non-compensated members.



and expenses actually incurred for serving the Corporation in a capacity other than as a director.

#### ARTICLE IV Meetings

**Section 4.1. Place of Meetings.** The meetings of the Board of Directors may be held at the principal office of the Corporation or at any place within or without the State of Florida that the President/Chair, or a majority of the Board of Directors may from time to time designate. Members of the Board may participate in a meeting of the Board of Directors by means of a conference telephone, video conference, or similar communications equipment, by means of which all persons participating in the meeting can hear each other and be heard at the same time. Participation by such means shall constitute presence in person at a meeting.

**Commented [WD8]:** This allows for meetings via telephone.

**Section 4.2. Annual Meeting of Corporation.** The annual meeting of the Corporation shall be held during the month of September, at the principal office of the Corporation, or at such place as may be designated from time to time by the Board of Directors for the purpose of, and transacting such other business as shall be desirable.

**Commented [WD9]:** Specify the purpose(s) of the annual meeting here – electing directors/officers, etc.

Not required to state the month here, but might be helpful to institutionalize the procedure.

**Section 4.3. Regular Meetings of the Board.** In addition to the annual meeting described in section 4.2, the Board of Directors shall hold regular meetings at least once each calendar quarter at the principal office of the Corporation or at such other location as may be determined by the Board.

**Section 4.4. Special Meetings of the Board.** Special meetings of the Board of Directors may be called at any time by any Friend of Shannon Staub Public Library Board member.

**Commented [WD10]:** Wording is completely optional – decide when and how you would like special meetings called.

**Section 4.5. Notice of Board Meetings.** Written notice of each special meeting, setting forth the date, time and place of the meeting shall be given to each director at least two days before the meeting. This notice may be given either personally, or by sending a copy of the notice through the United States mail, or e-mail, to the address of each director appearing on the books of the Corporation.

**Commented [WD11]:** Required notice by Florida State Statute. No notice requirement for other meetings.

**Commented [WD12]:** Allows for multiple forms of notice.

**Section 4.6. Waiver of Notice.** A director may waive, in writing, notice of any meeting of the Board either before or after the meeting; his or her waiver shall be the equivalent of giving notice. Attendance of a director at a meeting shall constitute waiver of notice of that meeting and a waiver of any and all objections relating to that meeting, unless he or she attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of business because the meeting has not been lawfully called or convened.

**Section 4.7. Quorum.** At meetings of the Board of Directors, 50% + 1 of the directors in office shall be necessary to constitute a quorum for the transaction of business.

**Commented [WD13]:** Specify the requirements for a quorum.

**Section 4.8. Act of Board of Directors.** The affirmative vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the Articles of Incorporation or these Bylaws require the vote of a greater number.

**Section 4.9. Informal Action.** If all the directors consent in writing to any action taken or to be taken by the Corporation and the writing or writings evidencing their consent are filed in the minutes of the proceedings of the Board, the action shall be as valid as though it had been authorized at a meeting of the Board and shall have the same effect as a unanimous vote.

**Section 4.10. Meetings of the Membership.** One Annual Meeting of the membership shall be held in the month of September to present the current Board of Directors.

**Commented [WD14]:** If yours is a membership organization, any specifics related to membership meetings should be detailed here.

#### ARTICLE V Officers of the Corporation

**Section 5.1. Officers.** The officers of the Corporation shall be elected by the Board of Directors and shall consist of a President, Secretary, and Treasurer, and if deemed by the Board of Directors to be necessary or appropriate to conduct the business of the Corporation, one or more Vice Presidents. The Board may elect other officers, assistant officers, and agents that the Board of Directors from time to time may deem necessary. The same person may hold two or more offices.

Officers shall hold office for a term of three (3) years or until their successors are chosen and have qualified, unless they are sooner removed from office.

**Section 5.2. Duties of the President.** The President shall be the general manager of the Corporation, shall be principally responsible for the implementation of policies of the Board of Directors, and shall have authority over the management and direction of the business and operations of the Corporation and its divisions, if any, subject only to the ultimate authority of the Board of Directors. The President shall be *ex officio* member of each committee of the Board. At the discretion of the Board, the President may sign contracts and checks upon prior approval of the Board of Directors. The President shall perform all duties incident to the office of President and such other duties as from time to time may be assigned by the Board of Directors.

**Commented [WD15]:** Specify here if the Chief Executive will be a committee member. Also specify if the Chief Executive can preside at a board meeting in the absence of the chair or vice chair.

**Commented [WD16]:** Identify the authority that may be exercised by the chief executive (signing contracts, signing for loans, etc.)

**Section 5.3. Duties of the Vice President.** If appointed by the Board, a Vice President shall have such duties and responsibilities as may be prescribed by the President.

**Section 5.4. Duties of the Secretary.** The Secretary shall act as Secretary of the Corporation and the Board of Directors; shall send appropriate notices or waivers of notice regarding Board meetings; shall prepare materials for meetings of the Board of Directors; shall act as official custodian of and authenticate all records, reports and minutes of the Corporation, the Board of Directors and committees; shall be responsible for the keeping and reporting of adequate records of all meetings of the Board of Directors; and shall perform such other duties as are customarily performed by or required of corporate secretaries.

**Commented [WD17]:** There is more to being secretary than signing the minutes of a meeting. If a board member is secretary, make sure they know their entire scope of responsibilities. If a staff member holds this responsibility, that person can be an officer of the corporation without being a board member.

**Section 5.5. Duties of Treasurer.** The Treasurer shall have custody and control of all funds of the Corporation and shall have such duties as are customarily performed by or required of corporate treasurers. The Treasurer shall ensure that a true and accurate accounting of the financial transactions of the Corporation is made periodically, that reports of such transactions are presented to the Board of Directors, and that all accounts payable are presented to such representatives as the Board may designate for authorization of payment.

**Commented [WD18]:** If there is a full-time finance department, this should be a staff member.



## ARTICLE VI Committees

**Section 6.1. Committees.** The Board Chair (or President) has power to create committees and appoint committee membership and leadership as needed.

## ARTICLE VII Fiscal Matters

**Section 7.1. Fiscal Year.** The fiscal year of the Corporation shall commence on October 1 of each year and end on September 30 of each year.

**Section 7.2. Loans.** No loan shall be granted to an officer of the Corporation. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**Commented [WD19]:** Also go to [http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0600-0699/0617/Sections/0617.0833.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0600-0699/0617/Sections/0617.0833.html) for more information.

**Section 7.3. Checks, Drafts, Etc.** All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation or to the Corporation, shall be signed or endorsed by such executive officer or executive officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of any resolution, the President and his or her express designees shall be authorized to sign or endorse such instruments.

**Commented [WD20]:** This verbiage allows for maximum flexibility.

**Section 7.4. Deposits.** All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

**Section 7.5. Maintenance of Records.** The Corporation shall keep correct and complete books and records of account and other records of the activities of the Corporation as may be appropriate. All such records shall be open to inspection upon the demand of any member of the Board of Directors.

## ARTICLE VIII Conflicts or Duality of Interest

**Section 8.1 Purpose.** Conflict of interest, or even the appearance of conflict of interest, by board members must not compromise the mission of Corporation.

Conflict of interest means any financial or other interest which conflicts with the service of an individual because it could impair the individual's objectivity; or it could create an unfair advantage for any person or organization.



Consequently, there exists between Corporation and its board members, officers, a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board members, officers have the responsibility of administering the affairs of Corporation honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Corporation.

Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Corporation or knowledge gained therefrom for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

**Section 8.2 Covered Persons.** This policy applies to all directors, officers, committee members, who can influence the actions of Corporation (collectively, "Covered Persons"). Each Covered Person shall receive a copy of this Policy and shall sign an acknowledgement that he/she has received, understands and shall comply with this Policy.

**Section 8.3 Nature of Conflicting Interest.** A conflict of interest may arise if a Covered Person has a disqualifying relationship with third parties dealing with Corporation. A "disqualifying relationship" means formal affiliation with an organization other than Corporation (such as being an officer, director, trustee, member, owner (either as sole proprietor or partner), shareholder, employee or agent), or relationship by blood, marriage or significant long-term relationship with a person so affiliated with such an organization.

**Section 8.4 Interpretation of This Statement of Policy.** The areas of conflicting interest listed above, and the relations in those areas which may give rise to conflict, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Covered Persons will recognize such areas and relation by analogy. Corporation expects that all Covered Persons will abide by the spirit as well as the letter of this policy.

The fact that one of the interests described in Section 8.3 exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily averse to the interests of Corporation.

However, it is the policy of the Board that the existence of any potentially conflicting interest shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of Covered Persons to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

**Section 8.5 Disclosure Policy and Procedure.** Transactions with related parties may be undertaken only if all of the following are observed:

- A material transaction is fully disclosed;
- The related party is excluded from the discussion and approval of such transaction, but may provide information if requested to do so;
- The Board has determined, by the affirmative vote of a 2/3 majority of all disinterested Directors, that the transaction is in the best interest of Corporation.

Disclosure within Corporation should be made to the Board Chair or President who shall determine whether an apparent conflict exists and is material, and who shall bring such matters, if material to the Board.

The Board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Corporation. The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of Corporation and the advancement of its mission.

#### **ARTICLE IX Confidentiality**

**Section 9.1. Confidentiality.** Directors, members, and volunteers deserve to have all nonpublic affairs of the Corporation kept in the strictest confidence. By maintaining an unassailably high level of confidentiality regarding all affairs of the Corporation, it will be assured that the community views the Corporation and all organizations that interact with it in a positive light. In addition, maintaining the highest professional standards, including that of confidentiality, assures that the community as a whole holds the Corporation in high esteem.

All nonpublic matters concerning the internal and external conduct of the Corporation's business and its relationships shall be kept strictly confidential unless the determination is made by the Board to release the information. This includes all of its nonpublic function and the discussions and deliberations of any committee concerning any nonpublic issue or matter.

This applies to any and all individuals including volunteers, members and directors. It covers all documentation, correspondence, memorandums and any and all communications whether written, oral or electronic.

Violation of this provision could lead to removal for volunteers, committee, and Board members. For members, it could lead to termination of membership.

#### **ARTICLE X Indemnification and Insurance**

**Section 10.1. Indemnification.** The Corporation shall provide indemnification as stated in Florida Statute 617.0831 as amended from time to time.

**Section 10.2. Insurance of Risk.** The Corporation's management shall have the authority to purchase and maintain insurance on behalf of any person who is or was an agent against any liability or claim asserted against the agent and incurred while acting in his or her capacity as an agent or arising out of his or her status as an agent of the Corporation.

**ARTICLE XI**  
**Nondiscrimination**

**Section 11.1. Nondiscrimination.** The Corporation recognizes the right of all person to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any person with whom it deals because of race, religion, color, gender, age, disability, or national origin.

**ARTICLE XII**  
**Amendments**

**Section 12.1. Amendment Procedures.** These Bylaws may be amended by affirmative vote of a majority of the members of the Board of Directors then serving at any meeting of the Board, provided that the full text of such proposed amendment shall have been published in or with the notice of the meeting. These Bylaws will be reviewed periodically for the purpose of keeping the same current and in consonance with the aims and objectives of the Corporation

**Commented [WD21]:** If a membership organization, be cautious about wording here. Determine whether or not membership or board should be permitted to amend bylaws.

Adopted by the Board on June 6, 2019

Friends of Shannon Staub Public Library, Inc.

By: \_\_\_\_\_  
Judy Savela  
Corporate Secretary

Adopted 6.6.2019



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 09 2016

FRIENDS OF THE SUNCOAST LIBRARY AT  
TOLEDO BLADE INC  
PO BOX 7403  
NORTH PORT, FL 34290

Employer Identification Number:  
47-5062036  
DIN:  
17053004361006  
Contact Person:  
MARIA S TRITCH ID# 31549  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
September 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 17, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

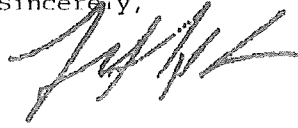
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

FRIENDS OF THE SUNCOAST LIBRARY AT

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Cooper", with a stylized flourish at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



IRS Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

019296.593369.297313.704 1 AB 0.403 536



FRIENDS OF SHANNON STAUB PUBLIC  
LIBRARY INC  
% LORETTA MARTIN  
PO BOX 7403  
NORTH PORT FL 34290-0403



019296

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,  
EVEN IF YOU ALSO HAVE AN INQUIRY.



The IRS address must appear in the window.

BODCD-TE

4051050282

Use for payments

Letter Number: LTR4168C

Letter Date : 2017-03-22

Tax Period : 000000



\*475062036\*

INTERNAL REVENUE SERVICE  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201  
llllllllllllllllllll

FRIENDS OF SHANNON STAUB PUBLIC  
LIBRARY INC  
% LORETTA MARTIN  
PO BOX 7403  
NORTH PORT FL 34290-0403

475062036 TS SUNC 00 2 000000 670 000000000000



Form 990-N

**Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ**

**2022**

**Open to Public Inspection**

**A** For the **2022** Calendar year, or tax year beginning **2022-10-01** and ending **2023-09-30**

**B** Check if available

☐ **Terminated for Business**

☒ **Gross receipts are normally \$50,000 or less**

**C** Name of Organization: **FRIENDS OF SHANNON STAUB**

**PUBLIC LIBRARY INC**

**2760 Brockton Street, North**

**Port, FL, US, 34286**

**D** Employee Identification

Number **47-5062036**

**E** Website:

**friendsofsspl.org**

**F** Name of Principal Officer: **Sandy Carlaccini**

**4675 Career Lane, North**

**Port, FL, US, 34280**

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4051050282  
Mar. 22, 2017 LTR 4168C 0  
47-5062036 000000 00

00025084

BODC: TE

FRIENDS OF SHANNON STAUB PUBLIC  
LIBRARY INC  
% LORETTA MARTIN  
PO BOX 7403  
NORTH PORT FL 34290-0403



019296

Employer ID Number: 47-5062036  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Feb. 20, 2017, regarding your tax-exempt status.

We issued you a determination letter in March 2016, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

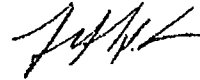
For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

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Mar. 22, 2017 LTR 4168C 0  
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FRIENDS OF SHANNON STAUB PUBLIC  
LIBRARY INC  
% LORETTA MARTIN  
PO BOX 7403  
NORTH PORT FL 34290-0403

Sincerely yours,



Jeffrey I. Cooper  
Director, EO Rulings & Agreement



DIVISION OF CONSUMER SERVICES  
(850) 410-3800



THE RHODES BUILDING  
2005 APALACHEE PARKWAY  
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER WILTON SIMPSON

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March 28, 2024

Refer To: DTN3887669 CH47600

FRIENDS OF SHANNON STAUB PUBLIC LIBRARY, INC.  
PO BOX 7403  
NORTH PORT, FL 34290-0403

RE: FRIENDS OF SHANNON STAUB PUBLIC LIBRARY, INC.  
REGISTRATION#: CH47600 EXPIRATION DATE: March 23, 2025

Dear Sir or Madam:

The Department has received your application submitted under Chapter 496, Florida Statutes, the Solicitation of Contributions Act. Effective July 1, 2013, qualified charitable organizations are exempt from the fee based registration if they meet the following criteria, but are still required to register annually using form FDACS-10110 which will be mailed to you approximately 35 days before the registration expiration date:

- \* The charitable organization or sponsor has less than \$50,000 in total revenue during the preceding fiscal year.
- \* The fundraising activities of the charitable organization or sponsor are carried on by volunteers, members, or officers who are not compensated and no part of the assets or income of the organization or sponsor inures to the benefit of or is paid to any officer or member of the above named charitable organization or sponsor.
- \* The charitable organization or sponsor does not utilize a professional fundraising consultant, professional solicitor, or commercial co-venturer.

Based on the information provided, it appears your organization is not subject to the fee based registration and has complied with the filing requirements of s. 496.406. An annual registration is still required pursuant to s. 496.406(1)(d), Florida Statutes.

PLEASE NOTE: If you no longer meet one or more of the above listed qualifiers, you must submit a registration application using form FDACS-10100 with all required attachments and fees within 30 days of the qualifying change. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to file under s. 496.406 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

Sincerely,

Jennifer Attewell  
Regulatory Consultant  
850-410-3671  
E-mail: jennifer.attewell@fdacs.gov

**2024 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N15000008140

**Entity Name:** FRIENDS OF SHANNON STAUB PUBLIC LIBRARY, INC.

**Current Principal Place of Business:**

75 CAREER LANE  
NORTH PORT, FL 34289

**Current Mailing Address:**

PO BOX 7403  
NORTH PORT, FL 34290 US

**FEI Number:** 47-5062036

**Certificate of Status Desired:** Yes

**Name and Address of Current Registered Agent:**

CARLACCINI, SANDY  
4675 CAREER LANE  
NORTH PORT, FL 34289 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** SANDY CARLACCINI

02/04/2024

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title            PRESIDENT  
Name            CARLACCINI, SANDY  
Address        4675 CAREER LANE  
City-State-Zip: NORTH PORT FL 34289

Title            PRESIDENT  
Name            GOBIN, WILLIAM  
Address        4675 CAREER LANE  
City-State-Zip: NORTH PORT FL 34289

Title            TREASURER  
Name            SHEDLOCK, ALEXANDER J  
Address        4675 CAREER LANE  
City-State-Zip: NORTH PORT FL 34289

Title            ASST. TREASURER  
Name            ANDERSON, KRISTIN  
Address        4675 CAREER LANE  
City-State-Zip: NORTH PORT FL 34289

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** SANDY CARLACCINI

CO-PRESIDENT

02/04/2024

Electronic Signature of Signing Officer/Director Detail

Date