

# Friends of Tennessee Libraries Meeting Agenda

Friday, 20 June 2014, 10:00-2:00

Mt. Juliet Public Library  
2765 North Mt. Juliet Road  
Mt. Juliet, Tennessee 37122



## Mission Statement

**The Friends of Tennessee Libraries (FOTL) is a volunteer organization of individuals and organizations dedicated to supporting Tennessee Libraries and local Friends of Library groups through:**

- Establishing and helping Friends of Library groups succeed;
  - Communicating with libraries and trustees about the value of Friends;
  - Serving members as communication network and clearinghouse for information;
  - Advocating for library funding and legislative support on a local, state, and national basis.
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- I. Call to Order / Introductions - Don Reynolds  
Parliamentary Procedure
- II. Minutes - Dwight Shepherd
- III. Treasurer's Report / Review of Budget - Ed Jared
- IV. Old Business
  - Recap of Annual Meeting in Chattanooga - William Sundquist
  - Report about National Library Legislative Day - William Sundquist
  - Report about Newsletter, Website, Facebook - Martha Gill
  - Membership Update - Connie Albrecht
  - 100 Ways to Use the Library - poster project
- V. New Business
  - 2014 Annual Report on Friends of Tennessee Libraries - Susie Ries
  - Review of year's calendar and possible 2014-2015 activities - Don Reynolds
  - Report about Listserv changes and possibilities - Susie Ries/Don Reynolds
  - Apply to Governor for Friends of Libraries Week 19-25 October 2014
  - Regional Representative Reports
  - Plans for 25 April 2015 Annual Meeting - Jacqueline Wallace/Sally Smith

## Vision Statement Samples

To support the growth and development of library services for the citizens of Tennessee.  
To help and support library staff and trustees integrate the library thoroughly with the life and work of the community it serves.

Tennesseans Deserve statement

Tennessee Library Legislation Day / National Library Legislation Day

Add to award and certificate of appreciation winners: a one-year free FOTL membership / offer to serve on FOTL project

TSLA Overview of Services / Tennessee Standards - Lynette Sloan

Other:

- VI. Adjournment

**Next Meeting - Friday, 19 September 2014**

Mt Juliet Public Library  
10:00-2:00

# Friends of Tennessee Libraries

## 2014-2015 WORK PLAN CALENDAR

Here is the work plan calendar for the year.

Board meetings are scheduled for the 3<sup>rd</sup> Friday of **June, Sept, and Mar** and 1<sup>st</sup> Friday of **Dec**  
10:00-2:00

<u>June</u>	<u>July</u>	<u>August</u>
<p><b>15 Newsletter copy due</b> Focus: Recap of Grant applications; Friend of Year nominations</p> <p><b>20 Quarterly Board Meeting -</b> Mt. Juliet PL - 10:00AM-2:00PM Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p> <p><b>22 Newsletter to printer</b> (in readers' hands July 1)</p> <p><b>26-July 1 ALA Annual Meeting</b> (Las Vegas)</p>	<p>Open month for rest and rejuvenation</p>	<p><b>1 Newsletter copy due</b> Focus: Grant applications; Friend of Year nominations</p> <p><b>12 President applies to Governor</b> for October Friends of Libraries Week (Deadline Sept 15)</p> <p><b>15 Newsletter to printer</b> (in readers' hands Sept 1)</p> <p><b>30 National Book Festival</b> (Washington, DC)</p>
<u>September</u>	<u>October</u>	<u>November</u>
<p style="text-align: center;">Library Card Sign-up Month</p> <p><b>13 TLA Board Meeting</b> (Brentwood)</p> <p><b>14-20</b> Books from Birth Foundation <b>Imagination Library Week</b> <b>! 10th Anniversary Celebration !</b></p> <p><b>19 Quarterly Board Meeting -</b> Mt. Juliet PL - 10:00AM-2:00PM Encourage nominations for TLA/ FOTL Friend of the Year Award President selects TLA Friends/ Trustees Lunch</p>	<p style="text-align: center;"><b>TSLA Trustee Workshops</b></p> <p><b>2 Humboldt Medical Center</b> Conference Center (Humboldt)</p> <p><b>3 Brentwood Public Library</b></p> <p><b>6 Art Circle Public Library</b> (Crossville)</p> <p><b>7 Walters State (Morristown)</b></p> <p><b>10-14 Southern Festival of Books</b> (Nashville)</p> <p><b>12-18 Teen Read Week</b></p> <p><b>15 President applies to present</b> program at Annual TLA Meeting</p> <p><b>19-25</b> <b>TN/National</b> <b>Friends of Libraries Week</b></p>	<p style="text-align: center;"><b>Picture Book Month</b></p> <p><b>1 Newsletter copy due</b> Focus: Membership renewal; Grants announced; Nominations for Certificates; Annual Mtg info</p> <p><b>15 Newsletter to printer</b> (in readers' hands December 1)</p> <p><b>15 Nominations close for for TLA/ FOTL Friend of the Year Award</b></p>

<p><b><u>December</u></b></p> <p><b>5 Quarterly Board Meeting</b> - By Conference Call-10:00AM-2:00PM Reserve Mt. Juliet meeting room for next year Select TLA/FOTL Friend of the Year to be awarded at TLA Annual Conference; Vote on Grant recipients; Review reports from last year's grant recipients; Approve Annual Meeting plans; Finalize TLA lunch speaker -report to TLA Conference Program Committee</p> <p><b>13 TLA Board Meeting</b> (GoToMreeting?)</p>	<p><b><u>January</u></b></p> <p><b>30-February 3</b> ALA Midwinter Meeting (Chicago)</p>	<p><b><u>February</u></b></p> <p><b>1 Newsletter copy due</b> Focus: Annual Mtg; Nominations for Certificates</p> <p><b>15 Newsletter to printer</b> (in readers' hands March 1)</p> <p><b>(TBA)</b> TN Library Legislative Day (Nashville)</p>
<p><b><u>March</u></b></p> <p><b>1</b> Applications for grants close</p> <p><b>20 Quarterly Board Meeting</b> - Mt. Juliet PL - 10:00AM-2:00PM Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p> <p><b>22-28</b> National Ag Week <b>24</b> National Ag Day</p>	<p><b><u>April</u></b></p> <p><b>12-18</b> National Library Week</p> <p><b>22</b> TLA Board Meeting <b>22-24</b> Tennessee Library Association Annual Conference (Hilton Memphis)</p> <p><b>25 FOTL Annual Meeting</b> (Memphis)</p>	<p><b><u>May</u></b></p> <p><b>1 Newsletter copy due</b> Focus: Recap Annual Mtg</p> <p><b>4-5</b> National Library Legislative Day (Washington, DC)</p> <p><b>4-10</b> Children's Book Week</p> <p><b>15 Newsletter to printer</b> (in readers' hands June 1)</p> <p><b><u>June 2015</u></b></p> <p><b>5-6</b> TLA Board Retreat (Montgomery Bell State Park)</p>

## FOTL OFFICERS

President  
**Don Reynolds**  
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Treasurer  
**Ed Jared**  
<edjared@frontiernet.net >

President-Elect  
**William Sundquist**  
<wsundquist@ortweinsign.com>

Secretary  
**Dwight Shepherd**  
<dewhitesheep@hotmail.com>

Past President  
**Susie Ries**  
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Newsletter Editor  
**Martha Gill**  
<marthagill491@gmail.com>

## Developing Vision and Mission Statements

Vision and mission statements should articulate the essence of the organization's beliefs and values and define its place in the world. They are the inspiring words chosen to clearly and concisely convey the long-term direction that guides every aspect of an organization's daily operations.

When crafting these statements for your organization, consider the following questions:

### ***Vision***

*What is the future you want to create for the community you wish to address?*

### ***Mission***

*What do we do?*

*For whom do we do it?*

*What is the impact?*

To distinguish between the two, a **vision** statement expresses an organization's optimal goal and reason for existence, while a **mission** statement provides an overview of the group's plans to realize that vision by identifying the service areas, target audience, and values and goals of the organization.

In drafting appropriate statements for your organization, you might think about answers to the following questions to guide you:

### **Vision**

- What are the values or beliefs that inform your work?
- What would you ultimately hope to accomplish as a result of your efforts?

The vision statement communicates both the purpose and values of the organization

### **Examples of effective Vision statements include:**

**Alzheimer's Association:** "Our Vision is a world without Alzheimer's disease."

**Avon:** "To be the company that best understands and satisfies the product, service and self-fulfillment needs of women - globally."

**Norfolk Southern:** "Be the safest, most customer-focused and successful transportation company in the world."

**Microsoft:** "Empower people through great software anytime, anyplace, and on any device."

**Reston Association:** "Leading the model community where all can live, work, and play."

### **Mission**

- How do you plan to work toward this broad vision?
- For whose specific benefit does the organization exist?

The mission statement defines the organization's purpose and primary objectives.

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**Avon:** "To be the company that best understands and satisfies the product, service and self-fulfillment needs of women - globally."

**Norfolk Southern:** "Be the safest, most customer-focused and successful transportation company in the world."

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## Public libraries are up to these core purposes:

- Encourage and build a love of reading
- Provide confidential and neutral access to information, ideas, and recreation
- Serve as place for individual self-education
- Serve as the community's living / meeting room safe place
- Help integrate technology into customer's lives
- Preserve the culture and history of the community
- Stimulate the imagination

## Tennesseans Deserve

- Friendly library service in modern, safe, accessible and inviting buildings.
- The ability to use a library days, evenings and weekends and to use a virtual library 24 hours a day, 7 days a week, 365 days per year.
- Library collections that are current, relevant and responsive to the needs and interests of the community.
- Library collections reflecting the languages of community members and students, including non-English languages, Braille, video, audio, large print, and closed captioned.
- The guidance and assistance of skilled information professionals.
- Access to library service in their schools, colleges, workplace, and communities.
- Convenient, up-to-date, and unrestricted access to information in all its forms.
- A network of adequately funded, readily accessible school, public, and academic libraries that support a learning society and informed community.
- High-speed broadband access to the resources on the World Wide Web using state-of-the-art technology.
- Community-centered library programs that encourage discussion, debate and civic engagement.
- Libraries that value reading and create and sustain collections that encourage users to read for pleasure, information or enlightenment.
- Library services that support businesses, other workplaces, and economic development to create an information literate and competitive workforce.
- The opportunity to provide ideas, criticisms, compliments, suggestions on the operation and future of their libraries and volunteer for advocacy and support.

- American Library Association -

Based on *The American Public Deserves* from *Toward a National Library Agenda*