

# Friends of Tennessee Libraries Board Meeting Agenda

Friday, 4 December 2015, 10:00 AM-12:00 PM (CDT)

Conference Call

**866.805.6620**

Local Nashville - 615.253.8957



## Vision Statement

To help and support local Friends groups integrate their library thoroughly into the life and work of their community.

## 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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## 10:00

- I. Call to Order/Introductions/Other Items for Agenda? / Agenda Approval - Don Reynolds
- II. Minutes - Dwight Shepherd
- III. Treasurer's Report - Connie Albrecht, Interim Treasurer
  - ~ Review of 2015 Financial Report (p.4)
  - ~ Proposed 2016 Budget (p.5)
  - ~ Searching for a new Treasurer
- IV. Continuing Business
  - ~ Report about Website, Newsletter, and Facebook - Martha Gill
  - ~ Newsletter distribution to legislators - Michelle Kenley has resigned
  - ~ Membership - Connie Albrecht has sent membership renewals and invitations
  - ~ TLA FOTL Dec Quarterly Report; TLA Trustees/Friends Section Report (emailed 11/27)
  - ~ Friends presentation at TSLA Trustee Workshops - October 5, 6, 7, 8
  - ~ Friends presentation at Region In-services - November 4th (Holston River Region, Greeneville); April ?? (Red River Region, Clarksville)
  - ~ Report on TLA Trustees/Friends Section Lunch - April 8th - Don Reynolds
  - ~ Report on FOTL Annual Meeting - Friends Fair - April 23rd - Gerald Beavers
- V. New Business
  - ~ Division Representatives Reports
  - ~ Review of Friend of the Year nomination applications - Martha Gill
  - ~ Tennessee Library Legislation Day (Date not set)
  - ~ Tennessee Library Association is doing a restructuring study of organization
  - ~ National Library Legislation Day (May 2-3)
  - ~ Other:

## 12:00

- VI. Adjournment

**Next Meeting - Friday, 18 March 2016 - 10:00 AM-2:00 PM (CT)**

Mt. Juliet ?

# Friends of Tennessee Libraries

## 2015-2016 WORK PLAN CALENDAR

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

<p><b><u>June</u></b></p> <p><b>1 Summer Newsletter to printer</b> (in readers' hands June 15)</p> <p><b>5-6 TLA Board Retreat</b> (Montgomery Bell State Park)</p> <p><b>11-12 Tennessee Regional Library Directors Mtg</b> (Columbia)</p> <p><b>19 Quarterly Board Meeting</b> Strategic Planning Meeting Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p> <p><b>25-30 ALA Annual Meeting</b> (San Francisco)</p>	<p><b><u>July</u></b></p> <p style="text-align: center;">Open month for rest and rejuvenation</p> <p><b>26 American with Disabilities Act</b> 25th Anniversary</p>	<p><b><u>August</u></b></p> <p><b>1 Fall 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 Fall Newsletter to printer</b> (in readers' hands Sept 1)</p>
<p><b><u>September</u></b> Library Card Sign-up Month</p> <p><b>5 National Book Festival</b> (Washington, DC)</p> <p><b>12 TLA Board Meeting</b> (Goodlettsville Branch Library)</p> <p><b>13-19</b> Books from Birth Foundation <b>Imagination Library Week</b></p> <p><b>18 Quarterly Board Meeting -</b> Encourage nominations for TLA/ FOTL Friend of the Year Award President selects TLA Friends/ Trustees Lunch speaker</p>	<p><b><u>October</u></b></p> <p style="text-align: center;"><b>TSLA Trustee Workshops</b></p> <p><b>5 Carson-Newman University</b> (Jefferson City)</p> <p><b>6 Art Circle Public Library</b> (Crossville)</p> <p><b>7 Brentwood Public Library</b></p> <p><b>8 Humboldt Medical Center</b> Conference Center (Humboldt)</p> <p><b>9-11 Southern Festival of Books</b> (Nashville)</p> <p><b>15 President applies to present</b> program at Annual TLA Meeting</p> <p><b>18-24 Teen Read Week</b></p> <p><b>18-24</b> <b>TN/National</b> <b>Friends of Libraries Week</b></p>	<p><b><u>November</u></b> <b>Picture Book Month</b></p> <p><b>1 Winter Newsletter copy due</b> Focus: Membership renewal; Grants announced; Nominations for Certificates; Annual Mtg info</p> <p><b>11 Holston River Region In-Service</b> (Greeneville)</p> <p><b>15-21 Tennessee</b> <b>Ag Literacy Week</b></p> <p><b>15 Winter 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>4 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; 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>5 TLA Board Meeting</b> (GoToMeeting)</p>	<p><b><u>January</u></b></p> <p><b>8-12 ALA Midwinter Meeting</b> (Boston)</p> <p><b>15 Spring Newsletter copy due</b> Focus: Annual Mtg; Nominations for Certificates</p>	<p><b><u>February</u></b></p> <p><b>1 Spring Newsletter to printer</b> (in readers' hands February 15)</p> <p><b>TBA TN Library Legislative Day</b> (Nashville)</p>
<p><b><u>March</u></b></p> <p><b>1 Applications for Grants and Recognition Certificates close</b></p> <p><b>13-19 National Ag Week</b> <b>15 National Ag Day</b></p> <p><b>18 Quarterly Board Meeting</b> - Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p>	<p><b><u>April</u></b></p> <p><b>6 TLA Board Meeting</b> <b>6-8 Tennessee Library Association Annual Conference</b> (Meadow View Kingsport)</p> <p><b>8 TLA Trustees/Friends Lunch</b> (Kingsport)</p> <p><b>10-16 National Library Week</b></p> <p><b>23 FOTL Annual Meeting</b> (Clarksville)</p>	<p><b><u>May</u></b></p> <p><b>2-3 National Library Legislative Day</b> (Washington, DC)</p> <p><b>9-15 Children's Book Week</b></p> <p><b>15 Summer Newsletter copy due</b> Focus: Recap Annual Meeting; Announcement of Friend of Year, Grants, and Certificate recipients.</p> <p><b><u>June 2016</u></b></p> <p><b>9-10 TLA Board Retreat</b> (Scaritt-Bennett, Nashville)</p> <p><b>23-28 ALA Annual Meeting</b> (Orlando)</p>

## FOTL 2015-16 OFFICERS

President  
**Don Reynolds**  
<don.reynolds2030@gmail.com>

President-Elect  
**William Sundquist**  
<WSundquist@wgpaver.com>

Past President  
**Susie Ries**  
<susieries@comcast.net>

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

Interim Treasurer  
**Connie Albrecht**  
<connie.albrecht@yahoo.com>

Newsletter/Facebook Page Editor  
**Martha Gill**  
<marthagill491@gmail.com>

**Friends of Tennessee Libraries**

**Financials**

**YEAR: 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	BUDGET
BEGINNING BALANCE	21787.38	21289.56	21916.14	21830.24	22260.24	20775.98	20393.03	20413.04	20398.04	19763.56	17567.06	19155.19		
~~~~~REVENUE~~~~~														
ANNUAL MEETING			210.00	450.00	30.00	360.00							1,050.00	1,500.00
DONATIONS					50.00								50.00	300.00
INTEREST													0.00	
LICENSE PLATE FRAMES SALES								30.00					30.00	100.00
MEMBERSHIP DUES		650.00	525.00	180.00	75.00	195.00	80.00	105.00	130.00	655.00	2,660.00		5,255.00	6,800.00
MISCELLANEOUS													0.00	1,119.00
													0.00	
TOTAL REVENUE	0.00	650.00	735.00	630.00	155.00	555.00	80.00	135.00	130.00	655.00	2,660.00	0.00	6,385.00	9,819.00
~~~~~EXPENSES~~~~~														
ADVOCACY TLA														500.00
ANNUAL MEETING EXPENSE													0.00	1,000.00
Caterer													0.00	
Speakers													0.00	
Supplies													0.00	
Incentives													0.00	
Other													0.00	
BORK WORKSHOPS	327.82									2,492.65			2,820.47	7,244.00
D & O INSURANCE											550.00		550.00	744.00
DONATIONS TO													600.00	100.00
Mt Juliet Public Library													0.00	
Other						100.00		500.00					600.00	
GRANTS					900.00								900.00	900.00
MEMBERSHIP													653.51	
Postage		18.70			12.94					170.52			202.16	250.00
Printing		4.72			1.50	383.13				62.00			451.35	50.00
MISCELLANEOUS							58.96						58.96	200.00
NEWSLETTER													1,783.29	
Postage			32.81			35.90			44.91		48.67		162.29	350.00
Printing			398.00			398.00			360.00		465.00		1,621.00	2,600.00
OFFICE SUPPLIES													0.00	50.00
OFFICERS & REG REPS													25.48	
President													0.00	50.00
President-Elect													0.00	50.00
Secretary													0.00	50.00
Treasurer										25.48			25.48	50.00
Regional Representatives													0.00	100.00
OUTSIDE SERVICES									209.00	100.00			309.00	
PAYPAL FEES			17.89			20.92	1.03		2.11	0.85	8.20		51.00	
PROMOTIONAL ITEMS													0.00	175.00
RECOGNITION AWARDS													200.00	
Awards				200.00									200.00	500.00
Postage													0.00	
Supplies													0.00	
TN SECRETARY OF STATE	20.00												20.00	20.00
UNITED FOR LIBRARIES									80.00				80.00	80.00
WASHINGTON LEGISLATIVE DAY			372.20		293.28								665.48	1,000.00
WEBSITE	150.00				431.54			150.00	-431.54				300.00	500.00
													0.00	
													0.00	
													0.00	
													0.00	
TOTAL EXPENSES	497.82	23.42	820.90	200.00	1,639.26	937.95	59.99	150.00	764.48	2,851.50	1,071.87	0.00	9,017.19	16,563.00
OPERATING PROFIT	-497.82	626.58	-85.90	430.00	-1,484.26	-382.95	20.01	-15.00	-634.48	-2,196.50	1,588.13	0.00	-2,632.19	-6,744.00
~~~~~CASH AVAILABLE~~~~~														
Bork Estate Income: Designated	7,244.00	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	4,423.53	4,423.53			
Regions Bank - CD	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02		
Bank Balance	21,289.56	21,916.14	21,830.24	22,260.24	20,775.98	20,393.03	20,413.04	20,398.04	19,763.56	17,567.06	19,155.19	19,155.19		

## FRIENDS OF TENNESSEE LIBRARIES

### Proposed 2016 Budget

	Budget 2015	11.30.15 YTDate	Diff YTD	Proposed Budget 2016
<b>INCOME</b>				
Membership	6,800.00	5,255.00	1,545.00	6,800.00
Donations	300.00	50.00	250.00	0.00
Annual Meeting	1,500.00	1,050.00	450.00	1,500.00
Bork Estate Income	7,244.00	4,423.53	2,820.47	4,423.53
License Plate Frames Sales	100.00	30.00	70.00	70.00
From Checking Account	1,119.00			4,555.00
<b>TOTAL INCOME</b>	<b>17,063.00</b>	<b>10,808.53</b>		<b>17,348.53</b>
<b>EXPENSES</b>				
Membership Printing	50.00	451.35	-351.35	1,000.00
Membership Postage	250.00	202.16	47.84	250.00
Newsletter Printing	2,600.00	1,621.00	979.00	2,600.00
Newsletter Postage	350.00	162.29	187.71	250.00
<b>Administrative:</b>				
President	50.00	0.00	50.00	50.00
President-Elect	50.00	0.00	50.00	50.00
Secretary	50.00	0.00	50.00	50.00
Treasurer	50.00	25.48	24.52	50.00
TN Secretary of State	20.00	20.00	0.00	20.00
Regional Reps	100.00	0.00	100.00	100.00
Office Supplies	50.00	0.00	50.00	50.00
Annual Meeting	1,500.00	0.00	1,500.00	1,500.00
Advocacy TLA	500.00	0.00	500.00	500.00
United for Libraries	80.00	80.00	0.00	80.00
Recognition Awards	500.00	200.00	300.00	600.00
Washington Legislative Day	1,000.00	665.48	334.52	1,000.00
<b>Donations:</b>				
Mt Juliet Public Library	100.00	0.00	100.00	100.00
Other	0.00	600.00	-600.00	100.00
Web Expense	500.00	300.00	200.00	500.00
Miscellaneous	200.00	0.00	200.00	2,000.00
Bork Workshops	7,244.00	2,820.47	4,423.53	4,423.53
Grants	900.00	900.00	0.00	900.00
D & O Insurance	744.00	550.00	194.00	550.00
Promotional Items	175.00	0.00	175.00	500.00
PayPal Fees	0.00	51.00	-47.87	100.00
Bank Fees	0.00	58.96	-58.96	25.00
Outside Services	0.00	309.00	-309.00	0.00
<b>TOTAL EXPENSES</b>	<b>17,063.00</b>	<b>9,017.19</b>		<b>17,348.53</b>
Checkbook Balance 11.30.15	19,155.19			
Regions Bank - CD	10,279.02			