

Welcome to the . . .

# FRIENDS OF TENNESSEE LIBRARIES



## Our Vision

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

## Our 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.

We promote libraries and their Friends.

We support libraries and their Friends.

We advocate funding for libraries on a local, state, and national basis.

## FOTL

**F**OCUS on revitalizing local groups and establishing new ones.

**O**NGOING communication through the FOTL newsletter, website, Facebook Page, and workshops.

**T**RAINING for improved local and state advocacy.

**L**INKING friends groups to improve public awareness of Tennessee libraries and services.

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## FOTL 2016-17 OFFICERS

President

**Don Reynolds**

<[don.reynolds2030@gmail.com](mailto:don.reynolds2030@gmail.com)>

President-Elect

**William Sundquist**

<[WSundquist@wgpaver.com](mailto:WSundquist@wgpaver.com)>

Past President

**Susie Ries**

<[susiewries@gmail.com](mailto:susiewries@gmail.com)>

Secretary

**Dwight Shepherd**

<[dewhitesheep@hotmail.com](mailto:dewhitesheep@hotmail.com)>

Treasurer

**Marjorie Kaup Haines**

<[margehaines@aol.com](mailto:margehaines@aol.com)>

Newsletter/Facebook Page Editor

**Martha Gill**

<[marthagill491@gmail.com](mailto:marthagill491@gmail.com)>

## Why Friends?

Friends groups are critical to the success of public libraries. Friends support the library and expand its effectiveness in the community.

And in the process, Friends groups provide an opportunity for individuals to make a contribution to their community.

Robert K. Greenleaf articulated a Servant Leadership philosophy that a leader/organization exists only to serve their followers. So it is with Friends - they exist only to be of service to their library.

- Friends **help raise public awareness** of library services.
- Friends **are good-will ambassadors**, spreading the word in the community. They stimulate greater awareness of the wide array of library programs and services.
- Friends **generate grassroots support** for the library in the community.
- Friends **provide financial support** for projects and materials not covered by the library's operating budget, often raising funds through used book sales and gift shops.
- Friends **speak to civic groups** in the community, **attend council/commission meetings**, and **contact government officials** communicating the library's financial needs.
- Friends **advocate for the library** by speaking out on local, state, and national issues that affect libraries.
- Friends **sponsor cultural and educational programs** - talks by authors, book discussion groups, art shows, musical events, writing or poetry contests, and other activities of interest to the community.
- Friends **provide volunteer help** in the library when and where it is needed.
- Friends **plan their activities**, asking "what can we do" instead of announcing "we will do this," working supportively with the library director and board.
- Friends **recognize exceptional performance** of individual library staff members.

Libraries are society's workhorses, making available what is good and worthy and open to all who need information, reassurance or a kick in the imagination. A town without a library is irredeemably impoverished.

~ Bill Peschel ~

## 10 Commandments for Friends of Libraries

1. The head librarian must want a friends group.
2. The library staff must be willing to work with the friends.
3. Those involved must be willing to make a commitment of time.
4. The library must make a commitment as to which of its resources may be used by the friends group (space, staff time, paper, artist, printing, phones, desks, etc.).
5. A core group of interested people must exist.
6. The authority to which the librarian is responsible (the trustees, the provost) should be aware of and in agreement with the need for a friends group.
7. Communication must be open among all groups concerned with library policy.
8. It is agreed that friends are not concerned with library policy.
9. The group must understand the role that it is expected to play.
10. It must be clear that the functions of the trustees and friends are separate.

Sandy Dolnick,  
*Friends of the Library Sourcebook, 1978*

### FOTL DIVISION REPRESENTATIVES TO CONSULT WITH LOCAL GROUPS

#### **West Tennessee**

Kathleen Bradley, Collierville  
Jim Bronow, Milan  
Janis Perry, Jackson

#### **Middle Tennessee**

Chris & Mike Dodd, Fayetteville  
Chelsea Gifford, Cookeville  
Wanda Graham, Brentwood  
Marjorie Kaup Haines, Brentwood  
[Open Position]

#### **East Tennessee**

Dorothy Childs, Kingston  
Whitney Kimball Coe, Athens  
Theresa Venable, Clinton  
Cora Willis-King, LaFollette

#### **Chattanooga**

William Sundquist

#### **Knoxville**

Martha Gill

#### **Memphis**

Jacque Jenkins

#### **Nashville**

Larry Price

# Friends Responsibilities in Local Library

From *A Comparison of Responsibilities: Local Library Board of Trustees, Local Library Director, Regional Library, and Friends of the Library*. Tennessee State Library & Archives, 2013.

<http://tinyurl.com/ComparisonofResponsibilities>

## OVERVIEW

Friends of the Library is a group of individuals who value public library services to the community and are willing to volunteer their time, talents, and efforts to promote and support the library's goals and objectives in whatever way will be helpful. **Library Friends are organized to help support the work of the library, not to engage in the work and responsibilities of the library board members or the library staff.** Friends of the Library cooperate with both, but do not interfere with either.

## NEEDS ASSESSMENT AND PLANNING

Keep informed of the library's plans, progress, and problems; be willing to assist in carrying out objectives and implementing community analysis surveys and questionnaires.

Serve as advocates for local, state, and national library issues; represent the library program to legislators.

## LEGAL, GOVERNANCE AND POLICY

Adopt constitution and bylaws that include clear statements of the supportive role of the Friends Group.

Arrange to have a representative from the Friends group attend board meetings to promote mutual understanding and aid in cooperation.

Support the policies of the library as adopted by the library board; offer assistance in communicating policies to citizens of the community. Conduct all activities ethically.

Serve as additional "connecting link" in interpreting the library and community to each other; conduct fundraising and book events endorsed by the library director and board.

## FINANCE

Serve as additional "connecting link" in interpreting the library and community to each other; conduct fundraising and book events endorsed by the library director and board.

At the request of the library director, use individual and collective influence to assist the library board and director in getting desired financial support from local, state, and national sources.

Contribute funds for books, training, materials, services, equipment, etc. to supplement what cannot be provided by the budget with regard to the expressed needs given to them by the library director and/or board. Make the most of their unique position to influence public opinion on government action on local, state, and national levels on behalf of public library services.

## PERSONNEL

Provide reliable volunteer help for projects when requested by library director.

## PROGRAMS AND SERVICES

Guard against infringement of trustee's or director's role in connection with the operation of the library. Assist in ways compatible with the scope of Friends role and as requested by the director or library board.

Be alert to recognize ways the Friends could be helpful and receptive to suggestions from the director and/or board.

Be enthusiastic and resourceful in carrying out whatever projects are undertaken and/or projects proposed by the director or library board.

Make continuous effort to maintain good communication with library board and director.

Offer suggestions for the library's marketing and public relations program. Promote the library to the public, following the direction of the library's marketing plan.

Help provide access to groups and individuals being visited.

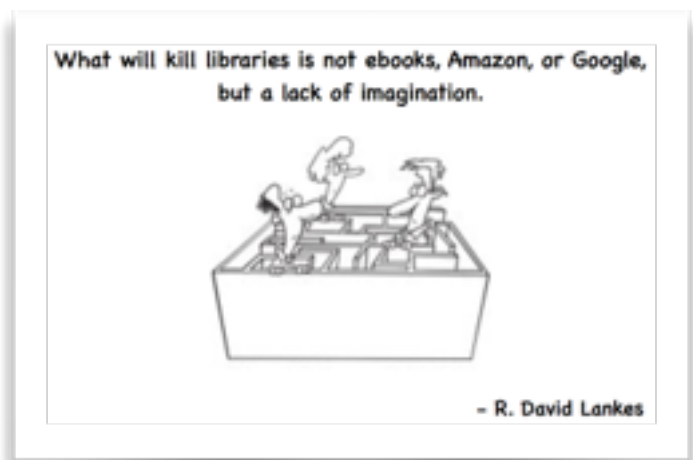
# Friends of Tennessee Libraries

## 2016-2017 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)

<u>June</u>	<u>July</u>	<u>August</u>
<p><b>1 Summer Newsletter to printer</b> (in readers' hands June 15)</p> <p><b>9-10 TLA Board Retreat</b> (Scarritt-Bennett Conference Center, Nashville)</p> <p><b>17 Quarterly Board Meeting -</b> RESCHEDULED to July 29</p> <p><b>23-28 ALA Annual Meeting</b> (Orlando, Florida)</p>	<p>Open month for rest and rejuvenation</p> <p><b>29 Quarterly Board Meeting -</b> Mt. Juliet PL - 10:00AM-3:00PM Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</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>
<u>September</u>	<u>October</u>	<u>November</u>
<p>Library Card Sign-up Month</p> <p><b>10 TLA Board Meeting</b> (Brentwood)</p> <p><b>16 Quarterly Board Meeting -</b> Mt. Juliet PL - 10:00AM-3:00PM Encourage nominations for TLA/ FOTL Friend of the Year Award President selects TLA Friends/ Trustees Lunch</p> <p><b>18-24 Books from Birth Foundation</b> <b>Imagination Library Week</b></p> <p><b>24 National Book Festival</b> (Washington, DC)</p> <p><b>TSLA Trustee Workshops</b></p> <p><b>26 Clarksville-Montgomery County</b> Public Library (Clarksville)</p> <p><b>27 Humboldt Medical Center</b> Conference Center (Humboldt)</p>	<p><b>TSLA Trustee Workshops</b></p> <p><b>3 Art Circle Public Library</b> (Crossville)</p> <p><b>4 Public Library (Johnson City)</b></p> <p><b>14-16 Southern Festival of Books</b> (Nashville)</p> <p><b>15 President applies to present</b> program at Annual TLA Meeting</p> <p><b>9-15 Teen Read Week</b></p> <p><b>16-22</b> <b>TN/National</b> <b>Friends of Libraries Week</b></p> <p><b>Membership Renewal campaign</b> <b>begins with President's letter</b></p>	<p><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>13-19</b> <b>Tennessee Ag Literacy Week</b></p> <p><b>15 Winter Newsletter to printer</b> (in readers' hands December 1)</p> <p><b>15 Nominations due for for TLA/ FOTL Friend of the Year Award</b> <b>to Susie Ries</b></p>

<p><b><u>December</u></b></p> <p><b>2 Quarterly Board Meeting</b> - By Conference Call-10:00AM-1:00PM 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>3 TLA Board Meeting</b> (GoToMeeting?)</p>	<p><b><u>January</u></b></p> <p><b>20-24 ALA Midwinter Meeting</b> (Atlanta)</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>TBD TN Library Legislative Day</b> (Nashville)</p> <p><b>14 Because we luv libraries, Applications for Grants and Recognition Awards due to Dwight Shepherd, Dot Childs</b></p>
<p><b><u>March</u></b></p> <p><b>12-18 National Ag Week / Ag Day</b></p> <p><b>24 Quarterly Board Meeting</b> - Sevierville - 4:00PM Report on Grant &amp; Certificate recipients; Recruit helpers for Annual Meeting - folder stuffers, greeters and door prize collectors</p> <p><b>25 FOTL Annual Meeting</b> King Family Library, Sevierville</p>	<p><b><u>April</u></b></p> <p><b>5 TLA Board Meeting</b> <b>5-7 Tennessee Library Association Annual Conference</b> (Knoxville) <b>7 TLA Trustees/Friends Lunch</b></p> <p><b>9-15 National Library Week</b></p>	<p><b><u>May</u></b></p> <p><b>1-2 National Library Legislative Day</b> (Washington, DC) <b>1-7 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 style="text-align: center;"><b><u>June 2017</u></b></p> <p><b>9 TLA Board Retreat</b> <b>22-27 ALA Annual Meeting</b> (Chicago)</p>



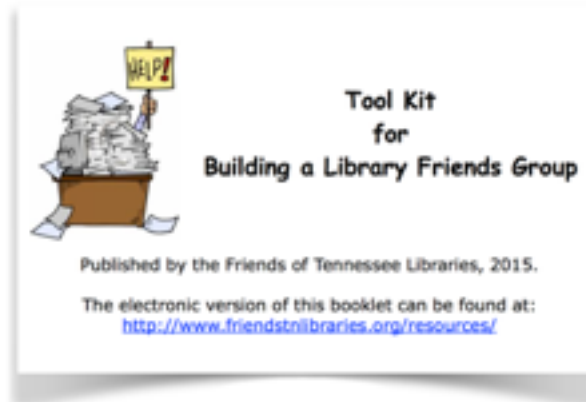
# Why We Have Friends Of Tennessee Libraries (FOTL)

Friends of Tennessee Libraries is dedicated to supporting and strengthening library services and programs throughout the state. Support can come through strengthening advocacy, efforts, promoting literacy programs, increasing library awareness, providing support and encouragement for local groups, and organizing awards programs.

Specific reasons for forming our statewide organization include:

- ➔ To **ADVOCATE** Friends of Library groups in all types of libraries within local communities.
- ➔ To **ENCOURAGE** the exchange of ideas and information among Friends groups within the state.
- ➔ To **EMPHASIZE** the role of Friends of Library groups for legislative action and financial support.
- ➔ To **GENERATE** and support initiatives for improved library service.
- ➔ To **IDENTIFY** and develop new non-professional leadership within the state.
- ➔ To **PROMOTE** wider knowledge of libraries's functions, needs, resources, and services.
- ➔ To **PUBLISH** and distribute resource material for use by local Friends.
- ➔ To **PUBLICIZE** and reward outstanding Friends groups, projects, and programs.
- ➔ To **INCREASE** the general public's awareness of the important role of Friends and the services they perform for the library.
- ➔ To **FACILITATE** participation in achieving national objectives in te support of library services.
- ➔ To **STRENGTHEN** the total state library program through the participation of Friends along with trustees in the state library professional meetings.
- ➔ To **ADVANCE** activities specifically for Friends groups that will provide support for library development and enhance citizen advocacy wherever appropriate.

You are invited to join our Friends of Tennessee Libraries, to participate in Friends activities, and to unite in support of our state's libraries.



<http://tinyurl.com/BuildingLibraryFriendsGroupToolKit>

# FOTL DIVISION REPRESENTATIVE RESPONSIBILITIES

Metro Representatives represent and report for their designated city and county.

Each of the Division Representatives represent and report on specific counties.

The Regional Libraries in each Division are:

**West:** Obion River (Martin) – Hatchie River (Jackson);

**Middle:** Buffalo River (Columbia) – Falling Water River (Cookeville) –

Red River (Clarksville) – Stones River (Murfreesboro);

**East:** Clinch River (Clinton) – Holston River (Johnson City) – Ocoee River (Athens)

Division representatives organize how best to cover their Division.

Each representative will report about their own Friends group and groups in their Division to:

- Recruit FOTL members who will report to Division Rep to help with reporting;
- Receive minutes and newsletters from Friends groups.

Division Representative assist local Friends Groups as needed. The goal is to persuade all Friends groups to become members of FOTL. Non-member groups do not receive all the information from FOTL that member groups do.

1. FOTL Membership Chair, Connie Albrecht, [connie.albrecht@yahoo.com](mailto:connie.albrecht@yahoo.com) will provide a list of Friends group organization members and non-members of FOTL.
2. Make appointment for face-to-face meeting with the Regional Library Director at least once a year to check status of Friends groups. Keep in touch by phone/fax/email as necessary.
  - Verify FOTL list with information from Regional Library Director.
  - Gather information available on Friends groups (active, inactive, or defunct) and names of libraries where there are no Friends groups.
  - Use the **Tennessee Public Library Directory** to find library contact information in each county <http://tnsos.net/TSLA/PLD/index.php>.
  - Update FOTL list and email changes to FOTL membership chair.
3. Contact all active Friends groups at least quarterly. Keep in touch by phone/fax/email as appropriate.
  - Create a Listserv for groups to keep in contact. (Listserv moderator Susie Ries can help [susiewries@gmail.com](mailto:susiewries@gmail.com))
  - Create a binder with a page on every library in area including a photograph, library director, friends contact, and a record of visits with Friends group.
  - What are groups doing to support their library? Provide quarterly report to FOTL Secretary at least three weeks prior to FOTL Quarterly Board Meeting.
  - Ask local groups for interesting ideas and success stories for Newsletter Editor in time for established deadlines (or have local group write up and send directly to Editor: Martha Gill, 4109 Forest Glen Drive, Knoxville, Tennessee 37919, [marthagill491@gmail.com](mailto:marthagill491@gmail.com).)
  - Ask that FOTL Newsletter Editor and Division Rep be included on local Friends Newsletter mailing or email list.
  - Ask local groups to send copy of meeting minutes to Division Rep.
4. Contact inactive or defunct Friends groups thru local librarian as time permits.
  - Determine thru librarian or last president/contact why group inactive.
  - Get list of last known members or interested parties.
5. Contact librarians where no known Friends group exists.
  - Does librarian want a Friends group? If not, inquire reasons and share advantages of a Friends group or try to resolve problem. If yes, offer to help organize.
  - Get names of potential organizers or interested parties.
6. Make yourself available to Regional Director, local Friends and librarians and trustees for workshops, organizational meetings, in-service programs, and as a general consultant on various Friends-related topics.
  - In all cases when membership lists or names of interested parties are available or change, forward them immediately to Membership Chair.
  - On all contacts, review the **“Why We Have Friends Of Tennessee Libraries (FOTL)”** and supply FOTL Membership Brochures, encouraging both group and individual memberships.



## 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*

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## FRIENDS OF TENNESSEE LIBRARIES

4109 Forest Glen Drive Knoxville, Tennessee 37919

Website: [www.friendstnlibraries.org](http://www.friendstnlibraries.org) | Facebook Page: <http://tinyurl.com/FOTLFacebook>

Membership Form: <http://www.friendstnlibraries.org/support-us/membership/>

Newsletter / Facebook Page Editor - Martha Moore Gill: [marthagill491@gmail.com](mailto:marthagill491@gmail.com)