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

Focus on revitalizing local groups and establishing new ones.

Ongoing communication through the FOTL newsletter, website, Facebook Page, and workshops.

Training for improved local and state advocacy.

Linking friends groups to improve public awareness of Tennessee libraries and services.

FOTL 2019-20 Officers

President
Diane Johnson
<djohnson@sevierlibrary.org>

President-Elect
Kathy Dooley-Smith
<kat-ed@comcast.net>

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

Secretary
Janis Perry
<janis1219@bellsouth.net>

Treasurer
Marjorie Kaup Haines
<margehaines@aol.com>

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

Website: www.friendstnlibraries.org  I  Facebook Page: http://tinyurl.com/FOTLFacebook
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 achieving national objectives in 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.

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

Tool Kit for Building a Library Friends Group
http://tinyurl.com/BuildingLibraryFriendsGroupToolKit

Sample ByLaws of Tennessee Friends Groups
http://tinyurl.com/ByLawsofTennFriends

2016 Annual Meeting Presentations
http://tinyurl.com/AnnualMeeting2016Presentations
“Why join the Friends of Tennessee Libraries?”

FOTL is a statewide band of concerned, dedicated individuals and local Friends groups (from libraries of all sizes) who have joined together:

- **To help and support local Friends groups** integrate their library thoroughly into the life and work of their community;
- **To network with each other** to share ideas and ask questions of each other (and get answers and/or information) — through a members-only Listserv to connect members for mutual support;
- **To promote awareness of legislative issues** in the state and nation that affect libraries and their supporters and to improve library funding;
- **To publicize the resources and services** of Tennessee libraries;
- **To be a unified voice** to advocate for the availability of libraries in local communities throughout Tennessee.
- **To support the work and programs** of the Tennessee State Library and Archives.

FOTL relies entirely on membership dues to support its work.

All FOTL members share in receiving benefits and in giving aid and support to each other according to their needs and abilities. The more we participate, the more we gain from our memberships in organizations.

Depending on their needs and interests, members have access to and help make a contribution to:

- **✓ Assistance** in and materials for creating, revitalizing, and developing a local Friends of the Library group, especially the Tool Kit for Building a Library Friends Group ([http://tinyurl.com/BuildingLibraryFriendsGroupToolKit](http://tinyurl.com/BuildingLibraryFriendsGroupToolKit)) and The Ethical Dozen for Friends of the Library ([http://tinyurl.com/FriendsEthicalDozen](http://tinyurl.com/FriendsEthicalDozen)) to help Friends understand ethical behavior.
- **✓ Learning and training experiences** about library trends and services through FOTL publications and attendance at workshops and conferences co-sponsored with the Tennessee Library Association and the Tennessee State Library & Archives.
- **✓ A members-only Listserv** for members to interact, ask questions, receive information
- **✓ A Spring annual meeting/workshop** to bring Friends, librarians, trustees, and advocates together from around the state for special training, fellowship, and inspiration.
  - ➡ In 2020 being held on **April 25 in Brentwood at the John P. Holt Library.**
- **✓ A Web Site** ([http://www.friendstnlibraries.org](http://www.friendstnlibraries.org)) with information about Friends’ activities and programs in Tennessee and around the country and **Resources** with ideas for programming, fundraising, financial operations, managing volunteers, annual reports, and library advocacy;
- **✓ A Facebook Page** ([http://tinyurl.com/FOTLFacebook](http://tinyurl.com/FOTLFacebook)), a quarterly **Newsletter** ([https://tinyurl.com/FOTLnewsletters](https://tinyurl.com/FOTLnewsletters)), occasional e-Notes, and materials to keep members up-to-date.
- **✓ Sponsor the annual Friends of Libraries Week, October 20-26, 2019.**
- **✓ Grants** ([http://www.friendstnlibraries.org/awards-grants/](http://www.friendstnlibraries.org/awards-grants/)) to support Friends’ projects related to fundraising, membership, and advocacy: **Applications for Grants are due March 25.**
  - ➡ $300 each to support projects of advocacy, fund-raising, or membership campaigns;
  - ➡ Metro Friends groups usually eschew application for these grants because they have their own significant funds to cover their projects.
- **✓ Awards** ([http://www.friendstnlibraries.org/awards-grants/](http://www.friendstnlibraries.org/awards-grants/)) for exemplary contributions by individuals or groups in Tennessee libraries.
  - ➡ **Friend of the Year Award** to a group or person who has made a significant contribution to the advancement of libraries in Tennessee: in 2019 the FOY Awards will be presented at the TLA lunch meeting in Knoxville on April 2, 2020. **Nominations for this Award are due November 15.**
  - ➡ **Recognition Certificates** (with a $100 award) to recognize volunteers for their outstanding contributions to Tennessee libraries; **Applications for Recognitions are due March 25.**
- **✓ State and national Library Legislative** to advocate for continued legislative support of libraries: **Tennessee Legislative Day March 10 / National Library Legislative Day May 4-5 in Washington, D.C.**
- **✓ Opportunity to participate** in FOTL projects and committees - “The more we participate, the more we gain from our memberships in organizations.”
- **✓ Sponsor the annual Friends of Libraries Week, October 18-24, 2020 in Tennessee.**
Friends Responsibilities in Local Library

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. Generally the Friends areas of focus are: fundraising, advocacy, and volunteer work.

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.

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, using the Friends of Tennessee Libraries *Ethical Dozen for Friends of the Library* \[http://tinyurl.com/FriendsEthicalDozen\]. 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
Conduct fund-raising that complements the library’s mission and provides funding for special library projects to meet needs as expressed by the library director and/or 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.

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

COLLECTION DEVELOPMENT
Endorse and support the *Library Bill of Rights, Freedom to Read, Freedom to View, Right to Libraries* statements of the American Library Association.

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 what ever 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.
The Ethical Dozen for Friends of the Library
ADOPTED BY FRIENDS OF TENNESSEE LIBRARIES
18 SEPTEMBER 2015

“Friends can make the difference between a mediocre and an outstanding library.”
Jean A. Ashfield, Friends of Library Handbook

Friends support and help their library’s staff and trustees integrate the library thoroughly into the life and work of the community they serve.

1. Friends of the Library is a group of individuals who value public library services to the community and who volunteer their time, talents, and efforts to promote and support the vision, mission, and objectives of their library in whatever way will be helpful.

2. Friends organize to help support the work of the library, not to engage in the work and responsibilities of the library trustee board members or the library staff. Friends of the Library cooperate with both, but do not interfere with either. Friends recognize that they do not perform a decision-making role for the library: they are familiar with and support the policies of the library. Friends provide input into the library’s long-range planning process and remain knowledgeable as to the status of the plan.

3. Friends support quality library services in the community through fund raising, volunteerism, and serving as advocates for the library’s program.

4. Friends work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.

5. Friends subscribe to and believe in the Library Bill of Rights, Freedom to Read, Freedom to View, Declaration for the Right to Libraries statements.

6. Friends recognize that authority rests with the whole Friends board assembled in public meetings and shall make no personal statements or promises nor take any private action which may compromise the board. They support the actions taken by a majority of the board and clearly differentiate personal opinions from board decisions.

7. Friends do not interfere with the library operations of the library staff.

8. Friends promote the library program to the public.

9. Friends conduct fundraising which complements the library’s mission. Friends’ activities support library board long-range plans and policies. Friends decide how to spend their funds after conferring with the library director.

10. Friends follow legal, professional, and ethical practices in making decisions. They scrupulously avoid personal conflicts of interest and do not condone them in others. They say nothing in a board meeting that could be construed to violate anyone’s civil rights.

11. Friends serve as advocates for local, state, and national library issues and represent the library program to legislators and funders.

12. Friends are open and welcoming to suggestions, questions and communications from the library staff, trustee board members, and the public.
## Friends of Tennessee Libraries
### 2019-2020 WORK PLAN CALENDAR

Board meetings are scheduled for 3rd Saturday **Jun 15, Sept 21, Mar 21** and 1st Saturday of **Dec 7** plus email and conference calls as needed.

10:00AM-2:00PM (CT)

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<thead>
<tr>
<th>June</th>
<th>July</th>
<th>August</th>
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<tr>
<td>TLA Board Meeting (Franklin)</td>
<td>Open month for rest and rejuvenation</td>
<td>1 Fall Newsletter copy due&lt;br&gt;Focus: Grant applications; Friend of Year nominations</td>
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<td>15 Quarterly Board Meeting—Mt. Juliet PL—10:00AM-2:00PM&lt;br&gt;Review Mission / Objectives&lt;br&gt;Review Annual Activities&lt;br&gt;Begin Annual Mtg Planning</td>
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<td>12 President applies to Governor for October Friends of Libraries Week (Deadline Sept 15)</td>
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<tr>
<td>20-25 ALA Annual Meeting (Washington, D.C.)</td>
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<td>15 Fall Newsletter to printer</td>
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<tr>
<th>September</th>
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<td>Library Card Sign-up Month</td>
<td><strong>TeenTober Month</strong>&lt;br&gt;TSLA Trustee Workshop&lt;br&gt;1 John P.Holt Brentwood Public Library (Brentwood)</td>
<td>Picture Book Month&lt;br&gt;Native American Heritage Month</td>
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<td>4-7 Association for Rural &amp; Small Libraries (Burlington, VT)</td>
<td>11-13 Southern Festival of Books (Nashville)</td>
<td>1 Winter Newsletter copy due&lt;br&gt;Focus: Membership renewal; Grants announced; Nominations for Certificates; Annual Mtg info</td>
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<td>15-21 Books from Birth Foundation Imagination Library Week</td>
<td>15 President applies to present program at Annual TLA Meeting</td>
<td>4-10 Children's Book Week</td>
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<td>21 Quarterly Board Meeting - Mt. Juliet PL - 10:00AM-2:00PM&lt;br&gt;Encourage nominations for TLA/FOTL Friend of the Year Award&lt;br&gt;President recruits TLA Friends/Trustees Lunch speaker</td>
<td>20-26 TN/National Friends of Libraries Week&lt;br&gt;Membership Renewal campaign begins with President’s letter</td>
<td>10-15 PLMI Montgomery Bell</td>
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<td>TSLA Trustee Workshops</td>
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<td>17-23 Tennessee Ag Literacy Week</td>
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<td>23 Jefferson City Public Library (Jefferson City)</td>
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<td>15 Winter Newsletter to printer&lt;br&gt;(in readers' hands December 1)</td>
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<td>24 Art Circle Public Library (Crossville)</td>
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<td>15 Nominations due for for TLA/FOTL Friend of the Year Award to Susie Ries <a href="mailto:susiebies@gmail.com">susiebies@gmail.com</a></td>
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<td>30 Humboldt Medical Center Conference Center (Humboldt)</td>
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<td>30 Small Business Saturday Shop Small</td>
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<td>29-Oct 1 Tenn Assoc of School Librarians (Murfreesboro)</td>
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<tr>
<th>December</th>
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<td>Quarterly Board Meeting - 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</td>
<td>15 Spring Newsletter copy due Focus: Annual Mtg; Nominations for Certificates 24-29 ALA Midwinter Meeting (Philadelphia)</td>
<td>Spring Newsletter to printer (in readers' hands February 15) 25-29 PLA National Conference (Nashville)</td>
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<td>March</td>
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<td>22-28 National Ag Week / 24 Ag Day 25 Applications for Grants and Recognition Awards due to Janis Perry <a href="mailto:janis1219@bellsouth.net">janis1219@bellsouth.net</a></td>
<td>Apr 29 - May 5 Children's Book Week</td>
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<td>29 TLA Board Meeting Mar 31-Apr 2 Tennessee Library Association Conference (Knoxville)</td>
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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

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FRIENDS OF TENNESSEE LIBRARIES
4109 Forest Glen Drive  Knoxville, Tennessee 37919
Website: www.friendstnlibraries.org  Facebook Page: http://tinyurl.com/FOTLFacebook
Membership Form: http://www.friendstnlibraries.org/support-us/join/
Newsletter / Facebook Page Editor - Martha Moore Gill: marthagill491@gmail.com