

# FOLIO

Friends of Libraries in Oklahoma

Newsletter Vol. XXXIII, No. 2—Fall 2012

www.okfriends.net

Strengthening libraries in Oklahoma through Friends of Libraries

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## A Message from the President

*Library Friends, One and All,*

I am honored to have been elected as the president of FOLIO. I look forward to sharing exciting news with you as the year progresses.

I have been the president of *Friends of the Will Rogers Library* in Claremore for the last four years, so I am well acquainted with the challenges a Friends group can face. I love libraries, and I am passionate about the work that Friends groups across the state do for their libraries. That work has become even more vital as cuts continue to wreak havoc on library budgets.

**FOLIO** remains committed to supporting the work of **Friends** in any way we can, but your support of us is very important, as well. The dues and contributions we receive from you—Friends groups, libraries, and individuals—allow our board of dedicated *volunteers* from all over the state to work on your behalf. We have no paid staff. These are library lovers just like you, working and advocating for the best Oklahoma libraries possible.

Our program at Annual Meeting in March, *Sharing Among Friends*, was such a hit that we are going to try something new—we are taking FOLIO “on the road.” Plans are in the works for our first regional meeting where you can meet to brainstorm with other groups in your area. We will be meeting in the SW section of the state this fall. If you live in SW area, watch your mailbox in October for an invitation with a registration form and all of the particulars.

We really want to promote what **you** are doing locally. Please send your information to us so that we can share your ideas and your successes with everyone.

***Friends support other Friends!***



## A NEW WAY TO RESEARCH NON-PROFITS TO RECEIVE YOUR GIFTS

We are excited to announce that **FOLIO** has a profile on **GiveSmartOKC.org**, a powerful online resource that provides comprehensive information about nonprofit organizations like ours that are providing services in Oklahoma. The service is provided by the Oklahoma City Community Foundation. We provided detailed information about our programs, financials and governance and the Oklahoma City Community Foundation staff reviewed our three most recent financial statements to compile a three-year financial history. We believe our GiveSmartOKC profile provides a thorough overview of our organization. You can view our profile by going to [www.givesmartokc.org](http://www.givesmartokc.org) and typing **FOLIO** in the search box. Gifts can be made to the FOLIO Endowment Fund through [www.givesmartokc.org](http://www.givesmartokc.org).

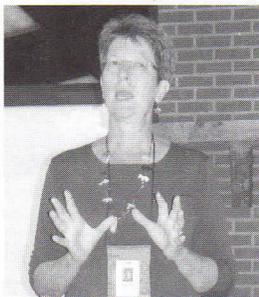
Click here to view  
our complete profile at  
**GiveSmartOKC**  
*Know More. Give More.*

This newsletter is the official bulletin of the Friends of Libraries in Oklahoma, Inc., a non-profit organization whose purpose is to provide information and assistance to strengthen libraries in Oklahoma through Friends of Libraries. It is published quarterly and mailed to members, public libraries and Friends of Libraries groups.

Editor: Gerry Hendon

## FOLIO Hall of Fame

**Pat Weaver-Meyers** was named to the FOLIO Hall of Fame for 2012 and was honored at a reception during the FOLIO retreat at the Noble Foundation in Ardmore on June 14. Pat has served on both the FOLIO Advisory Board and the FOLIO Board and has supported FOLIO endeavors in numerous ways over the years. She is currently the Director of Library Services at the Samuel Roberts Noble Foundation.



Pat earned a Bachelor of Science in Zoology, A Master of Library Science and a PhD. in Educational Technology from the University of Oklahoma. It is no surprise that she is an OU School of Library Science Outstanding Alumni Award winner.

She has held positions at Lamar University Library, University of Oklahoma Health Science Center Library and the University of Oklahoma. She chaired the Faculty Senate at University of Oklahoma and retired from OU as Director of Technical Services.

Her contributions to the library world are many and varied. She is a long time member of ALA, served as an ALA councilor and has been very active in OLA. She is a Past President of OLA and continues to serve on numerous OLA committees as well as being heavily involved in the OLA Endowment fund. She is an OLA Library Legend.

Pat demonstrates the talents, commitment and service ethic that is an inspiration to all of us. Now she can add the FOLIO Hall of Fame to her list of well-deserved accomplishments.

**THANK YOU, Pat !**  
**for all you have done for FOLIO**  
**and for libraries in Oklahoma !**

## DOLLARS FOR SCHOLARS

FOLIO awarded scholarships to four students who are employed in libraries in Oklahoma at the Annual Meeting on March 30. Jennifer Donner of Tulsa, Phill Jo of Edmond, Summer Luster of Stillwater and Bailey Schreier of Norman each received a \$500 scholarship.

All are enrolled in the MLIS program through the University of Oklahoma. Jennifer and Bailey are focused on the archivist track in academic libraries, Summer plans to be a school library media specialist and Phill plans to continue in a public library.



## AWARDS FOR BEST FRIENDS

**Eufaula Friends** won the Oklahoma Best Friends award and \$400 for Friends in a city of more than 10,000. **Alva Friends** won the John Harkey Best Friends award and \$400 for Friends in a city/town of less than 10,000.

**Meeker Friends** won the John Harkey Best Friends 2nd place award of \$100 for a town of less than 10,000.

Awards are presented at the annual meeting to Friends groups who demonstrated exemplary success in support of their local library during the preceding year. Check the web site for entry forms and criteria. Deadline for entering is usually Feb. or March and entering groups must be a member of FOLIO.

## IDEAS ABOUT AT ANNUAL MEETING ROUND TABLES

The program component of the FOLIO Annual Meeting on March 30 was a rousing success as representatives of Friends groups and FOLIO board members met at round tables to discuss the issues that were of greatest interest to them. Five discussion topics were chosen and the groups rotated to another table every 10 minutes. The discussion topics were:

Fundraising and Programs  
Recruiting and Retaining Members  
Legislative and Advocacy  
Revitalizing Your Friends Group  
Memorandum of Understanding

Extensive notes were taken and recorded to be shared with those interested. There is not enough room in this newsletter to share them all, but here are a few. (If you would like to have the complete list, send a request to Gerry Hendon, Newsletter Editor at [ghendon@wings-n-things.com](mailto:ghendon@wings-n-things.com). She will send the lists to you by e-mail or "snail mail".)

- ◆ Try different types of programs: book reviews, author visits and book-signings, travel programs, music, book discussions, films and film discussions. Try them at different times: in the morning, at noon, in the afternoon, in the evening.
- ◆ Promote your library AND your Friends at all kinds of events; the Fair, Farmer's Markets, Craft Fairs, School events, Parades and **IN THE LIBRARY**. Use banners, book bags, displays, aprons, t-shirts, hats (all with your logo or identification).
- ◆ Advertise your events, meetings and programs—on the radio, in the newspaper, with road signs (like real estate people use), on bulletin boards at the grocery store or in apartment complexes, in the library, at schools, museums, everywhere!
- ◆ Know what your Friends organization is all about, why it exists, what it does, how it helps the library. Show (publicize) what Friends does for the library: art purchases, new wing, new library, new furnishings, book signings, programs, game nights for adults and teens.  
**Talk it up.**
- ◆ Find stories about lives that were changed and the difference the library has made for individuals. Then share those stories and shout them from the rooftops! Put your stories on the website for your library or Friends group.
- ◆ Invite the "movers and shakers" in your community to become Friends of the Library and get them involved as officers or committee chairs or fund-raising chairs—or as a spokesperson. Quote them (with their permission) in newspaper articles, printed brochures, on posters.
- ◆ A Memorandum of Understanding (MOU) is encouraged for Libraries and Friends groups. The purpose is to explain why and how the library and the Friends will work together. To get everyone on the same page you must have the page to put it on—the page is the MOU.
- ◆ To get new Friends members, **ASK THEM TO JOIN.**

## FOLIO Board Member Latasha Wilson is off to Adventure in Turkey

Having received a Fulbright grant to teach English at Osmaniye Korkut Ata University in Osmaniye, Turkey, I set out in early September 2012 to begin this new chapter. Before venturing to Osmaniye, I stopped in Ankara, Turkey's capital, for orientation. There I met 65 other young Americans about to start their own adventures across Turkey doing the same thing as I -- attempting to teach Turkish college students English, while also making an effort to integrate into our respective Turkish communities, learn Turkish, see the country, and learn more about ourselves.

After ten days of intensive lectures, language lessons, and training on how to be productive English teachers, we each went our separate ways. Thankfully, I was paired with a site mate, a young man from Long Island with whom I get along very well. Since he is the only other American in town, it is especially nice that we can work well together. We also share an office at the university and a living space for the first weeks. There are many bureaucratic loopholes to configure, but we have had magnificent helpers here in Osmaniye, one of whom will soon be my roommate.

It is an exciting time to be living in Turkey. The tragic events that took place around the world, particularly in the Middle East, throughout the week of September 11 this year are harrowing. We are living about an hour and a half from the Syrian border, and are very aware of the atrocities taking place mere miles away. We have a significant refugee camp of Syrians just outside of town-- 1,000 Syrians were being housed in our university dorms until two weeks ago, when it was time for students to move in. I am cautious, but very appreciative of this opportunity, particularly at such an interesting time. For further reading about my time in Turkey, follow my blog at <http://takingteainturkey.com>.



Latasha at a scenic overlook in Eastern Anatolia, Turkey.

*Latasha Wilson*

## FOLIO BOARD MEMBERS "RETREAT" TO ARDMORE FOR PLANNING



Sally Gardner Reed, Executive Director, Association of Library Trustees, Advocates, Friends, and Foundations (ALTAFF) was the facilitator for the semi-annual FOLIO planning retreat on June 14-15.

Ms. Reed covered a plethora of topics and assisted the Board in developing strategies to fulfill its mission statement: "Strengthening libraries in Oklahoma through Friends of Libraries". She pointed out that it is important to know what our FOLIO members want from FOLIO and how we can help. Regional meetings of Friends groups will be held to gather and share information on topics that Friends want to discuss. The first one will be in Lawton on November 3. (see pg. 7)

FOLIO can help libraries and Friends groups that are having problems. The most common calls to ALTAFF come from library directors who complain that their Friends' group just "sits" on their money or rainy day fund every year. The next most frequent call is from Friends who complain that library directors only care about the money that Friends raise. She recommends that every year the director should present a report to Friends of what is happening in the library and what the needs are. Communication is the key. Friends should ask the director, "What is our role in helping you achieve your goals?" Ms. Reed strongly recommends that a Memorandum of Understanding be created so that both Friends and library director know their role.

FOLIO can help individual Friends groups with understanding and creating Bylaws, meeting agendas, minutes, Parliamentary Procedure, gift policies, fundraising ideas, program planning ideas and how-tos, fund-raising ideas, membership recruitment, and more.

→ National Friends of the Library Week is October 21-27. The FOLIO newsletter is published only 2-3 times a year. We would like to be able to communicate more often and send notices/reminders about important events.

Please send the e-mail address for your Friends and/or Library to [ghendon@wings-n-things.com](mailto:ghendon@wings-n-things.com).

## Basic Principles of Parliamentary Procedure



Presiding at a meeting isn't difficult if you just remember the basics of Parliamentary Procedure. Following is a quick summary that will be helpful not only to the presiding officer but also to the members of any organization. Keep it handy and refer to it as you need to.

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- All members have equal rights, privileges and obligations.
  - The majority has the right to decide.
  - The minority has rights which must be protected.
- A quorum must be present for the group to act.
- Full and free discussion of every motion considered is a basic right.
- Only one question at a time can be considered.
- Members have the right to know at all times what the immediately pending question is, and to have it re-stated before a vote is taken.
- No member may speak until recognized by the chair.
- No one can speak a second time on the same question as long as another wants to speak a first time.
- The chair should be strictly impartial.



### Handling a Motion

#### Three Steps by which a motion is brought before the group

- 1) A member makes a motion.
- 2) Another member seconds the motion.
- 3) The chair states the question on the motion.

#### Three steps in the consideration of a motion

- 1) The members debate the motion (unless no member claims the floor for that purpose).
- 2) The chair puts the question to a vote.
  - A. The chair re-states the question.
  - B. The chair takes the vote:
    - "All in favor of the motion, say aye."
    - "Those opposed, say no."
- 4) The chair announces the result of a vote. A complete announcement should include:
  - A. Report of the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - B. Declaration that the motion is adopted or lost.
  - C. Statement indicating the effect of the vote or ordering its execution.
  - D. Where applicable, announcement of the next item of business or stating the questions of the next motion that consequently comes up for a vote.

Source: Dr. John A. Cagle, Parliamentarian of the Academic Senate and Professor of Communication at California State University, Fresno.

## Are Your Friends Registered with SoS?

The Oklahoma Solicitation of Charitable Organizations Act, Title 18, Section 552.1a of the Oklahoma Statutes applies to any charitable organization which shall solicit or accept contributions from any person in Oklahoma by any means, except those specifically exempt under Section 552.4. The Act was passed in May 2010 and became effective July 1, 2011. The intent of the Act is to promote integrity and accountability in the charitable solicitation process.

Those specifically exempt include the following:

- 1) Organizations incorporated for religious purposes.
- 2) Educational institutions that have a faculty, students and offer courses of study leading to degrees.
- 3) Fraternal, patriotic, and civic organizations, when soliciting from their own members and the solicitation is managed without paid solicitors.
- 4) Persons soliciting contributions for a named individual person and the purpose of such contribution is clearly stated.

Information and the registration forms are available on the website of the Oklahoma Secretary of State, [www.sos.ok.gov/charity](http://www.sos.ok.gov/charity). The registration is valid for a period of one (1) year from the date of filing with the Secretary of State and **MUST** be renewed annually. The renewal registration is to be submitted on or before the anniversary of the original registration. The cost of the registration is \$15 if anticipated contributions are less than \$10,000 and \$65 if anticipated contributions exceed \$10,000.

When your Friends group registers, you must submit a number of documents including the following:

- 1) The original of the completed registration statement.
- 2) The "Professional FundRaiser Information" attachment if the solicitation is to be conducted in whole or in part by professional fundraisers.
- 3) A copy of IRS Form 990 as filed for the most recently completed fiscal year; or, for a newly formed charitable organization, a copy of the letter from the IRS showing that the organization is exempt from federal income taxation.
- 4) A complete list of the name, mailing address and title or position of each officer, each director and each trustee and each salaried executive employee of the organization.
- 5) Financial statement of the organization.

Forms for this registration are on-line at [www.sos.ok.gov/charity/filings](http://www.sos.ok.gov/charity/filings).



## Have you filed your Friends' Tax Return with the IRS?

If your Friends' gross receipts are \$50,000 or less you are required to electronically submit Form 990-N (e-Postcard) by May 15 if your tax year ended Dec. 31 or November 15 if your tax year ended June 30.

If an organization fails to file the 990 for 3 consecutive years, it will automatically lose its tax-exempt status. It's not hard—requires hardly any time. But don't risk it—Get it Done !! The web address is: [www.irs.gov/charities](http://www.irs.gov/charities) and non-profits.

## In Memoriam

**Eleanor Edmondson**, FOLIO board member, died April 28, 2012 in Chickasha. She served for several years as president of the Friends of the Library in Chickasha. She was a FOLIO board member who brought in many new members and assisted with legislative issues. She was always proud to say that all the legislative administrative assistants knew her. She was active with the Oklahoma Federation of Democratic Women and the Grady County Democratic Organization and was inducted into the Oklahoma Democratic Party Hall of Fame. She was recognized on several occasions for her volunteer work with the community. As busy as she was, she always took time to stop and encourage those around her. She will be missed by many.



## In Memoriam

**Pat Segal**, an Oklahoma Library Legend in partnership with her husband Bob, died August 7, 2012 in McAlester. Pat was a FOLIO board member for many years and served as Secretary, Membership Chairperson, and member of the Scholarship Committee. She was loved by friends across the state for her quiet cheerfulness, caring, dedicated service, and advocacy for libraries.



## ALTAFF CHANGES NAME—AGAIN

The name is now **United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations**. The website address is [www.ala.org/united](http://www.ala.org/united) and the e-mail address is [united@ala.org](mailto:united@ala.org).

The association is hard at work on new resources and benefits for members including new webinars this fall on a variety of hot topics. Watch for information in the newsletter, on the website, on the Friends listserv, and in e-mails.

The ALA Midwinter Meeting will be held Jan. 25-29 in Seattle, WA. The Nuts & Bolts for Trustees, Friends and Foundations session will be on Friday, January 25.

The 2013 ALA Annual Conference will be held June 27-July 2 in Chicago, IL. United for Libraries will have special programs at the Annual Conference. Information is available at [www.ala.org/united](http://www.ala.org/united).

National Friends of Libraries Week is October 21-27, 2012.

## Is your Friends group or Library a member of FOLIO??

Friends of Library organizations from the following communities have paid dues for 2013:

Ada  
Alva  
Anadarko  
Bartlesville  
Boise City  
Blanchard  
Checotah  
Chickasha  
Chouteau  
Clinton  
Collinsville  
Coweta  
Duncan  
Durant  
Elgin  
Eufaula  
Genealogy Library, Tulsa  
Grandfield  
Grove  
Guthrie  
Hartshorne  
Hennessey  
Hulbert  
Kansas  
Kingfisher  
Lawton  
Locust Grove  
McLoud  
Marlow  
Meeker  
Miami  
Metro Lib. System, OKC  
Moore  
Mustang  
Norman  
Ok Center for Book, OKC  
Oklahomans for Special Library Services, OKC  
Perkins  
Ponca City  
Poteau  
Prague  
Ralph Ellison Library, OKC  
Rudisill Library, Tulsa  
Rush Springs  
Shattuck  
Tecumseh  
Tahlequah  
Tonkawa  
Wagoner  
Warner  
Watonga  
Waurika  
Westville  
Will Rogers Library, Claremore  
Yale  
Yukon

Libraries from the following towns and cities have paid dues for 2013:

Alva  
Anadarko  
Ardmore  
Blanchard  
Carmen  
Checotah  
Chickasaw Regional Lib. System  
Claremore  
Delaware County Library, Jay  
Eastern Ok District Lib. System  
Enid/Garfield County  
Eufaula  
Frederick  
Grove  
Hardesty Regional, Tulsa  
Hartshorne  
Henryetta  
Hobart  
Kaiser Library, Tulsa  
McLoud  
Metropolitan Library Sys, OKC  
Midwest City  
Moore  
Mustang  
Newcastle  
Noble  
Noble Foundation Library  
Norman  
Okla. Dept. of Libraries.  
Okla. Dept. of Libraries—Serials  
OK Panhandle State Univ. Library  
OU Health Sciences Library  
OU School of Library Science  
Perkins  
Perry  
Pioneer Library System  
Pond Creek  
Purcell  
Sac & Fox Nation Library  
Seminole  
Shawnee  
South OKC Library  
Tahlequah  
Tecumseh  
Tulsa City-County Library System  
Univ. Central OK, Chambers Library  
Wagoner  
Western Plains Library System  
Will Rogers Memorial Museums, Claremore

Your FOL or Library should be on this list. Send in your dues today! The membership form, dues amount and mailing address is on the back page. Do it!

## Are you looking for a new and different fund-raising opportunity?

You might be interested in this — and you would be providing an opportunity for parents and grandparents to have their children's portrait made in a unique style. If interested, call the phone number below. Carolyn Tolbert is the representative. Visit their websites: [www.antiquitieskids.com](http://www.antiquitieskids.com) and [www.creativetouchgallery.net](http://www.creativetouchgallery.net)

### Earn up to 200% Profit or More!

*Antiquities* portrait fundraising gives your organization the opportunity to earn 200% or more profit! What other fundraiser provides the opportunity to **DOUBLE YOUR PROFITS WITH NO INVESTMENT!**

### Here's How Our Programs Work

1. Your organization sells a children's photo session coupon and **keeps 100% of the money.**
2. Your group can qualify for an **additional Cash Bonus** based on the number of sittings photographed.
3. We provide **valuable Personal Sales Incentives** to motivate your sales people.
4. **Each customer will receive a portrait** of their child or children (an \$89.95 Retail Value) for their coupon purchase.
6. **It's Easy To Get Started!** - Call *Antiquities* to schedule a photography date(s). We provide all your fundraising materials.
7. *Antiquities* comes to your location with props, outfits and a complete studio setup to photograph each sitting.
8. Customers will return to your location to pick up their portrait. We will also have **finished portrait packages** for your families to view.

Call today for additional information on how your organization can benefit from this great fundraising opportunity:

**1-800-871-6255**

*Antiquities* offers a unique product your customers will cherish forever. Our portraits are printed on Kodak's finest paper and come with a lifetime guarantee. Limitations and restrictions apply. Please talk to one of our Program Consultants for complete details.



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Cleveland, Tennessee 37312

*Antiquities*

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## CHILDREN'S PORTRAIT FUNDRAISING



*"Children are the hands  
by which we take hold  
of heaven."*

Henry Ward Beecher

## ATTENTION SOUTHWEST OKLAHOMA

### Bringing FOLIO to You. . . . .

The first FOLIO Regional Meeting, "Sharing Among Southwest Friends", will be held on Saturday, November 3, from 9:00 am to 12:00 noon at the Lawton Public Library with the Lawton Friends as hosts. Speakers will include Lawton Library Director, Kristin Herr, and FOLIO president Sharon Douthitt.

Information and discussion round tables will be provided on the following topics:

- Programming—led by Mrs. Dory Thomas
- Fund raising—led by Ms. Patty Neuwirth
- Recruiting and retaining members—led by Ms. Jenny Breeden
- Working with directors—led by Dr. Judy Neale

Lawton Friends will moderate and record for each table. We expect a lively, interactive, sharing experience. Refreshments will be served.

**Y'all come now, Ya hear??**



Friends of Libraries in Oklahoma  
 400 Civic Center  
 Tulsa, OK 74103

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**FOLIO:  
 Strengthening  
 Libraries  
 In  
 Oklahoma  
 through  
 Friends  
 of  
 Libraries**

Your membership dues are the primary source of funds to support FOLIO's mission. We have worked to maintain dues at an affordable level. New members are always welcome.

**Basic dues are as follows:**

- \$10 Individual Membership
- \$15 Friends Organization
- \$20 Library Membership

**Corporate Membership**

- \$100 Bronze
- \$250 Silver
- \$500 Gold

Contributions above the minimum dues further support FOLIO's mission, are greatly appreciated, and tax deductible as a charitable contribution.

Suggested **Gift levels** honoring library icons are:

- \$15—\$49 Will Rogers
- \$50—\$99 Melvil Dewey
- \$100—\$499 Benjamin Franklin
- \$500—\$999 Thomas Jefferson
- \$1000+ Andrew Carnegie

**Yes! I want to join FOLIO and be a Friend of Libraries in Oklahoma.**

**Name:** \_\_\_\_\_  
 (Name of Individual, Friends group, Library or Business)  
**Address:** \_\_\_\_\_  
**City/Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**THANK YOU!**

FOLIO is a 501(c)3 organization. Contributions above the basic dues are tax deductible as a charitable contribution.

Please make your check payable to **FOLIO**

Mail payment and membership form to:

**Gerry Hendon, FOLIO Treasurer**  
 1743 E. 60 St.  
 Tulsa, OK 74105