

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

CHAPTER ONE
INTRODUCING FRIENDS
WHO ARE THE FRIENDS OF THE LIBRARY?

Many people, as individuals, are friends of the library because they are interested in, supportive of, or users of their local library. A Friends of the Library group, however, differs from a library's individual friends because it is an organization of individuals who join together to support the library.

Library Friends members are civic-minded men and women who know that the quality of life in a community and a state is enhanced by first-rate libraries.

Friends of the Library know that, as a group, they can uphold that quality of life. They can work in cooperation with other organizations, libraries, and individuals for library improvements wherever they are needed. They know that a good library touches the lives of all people from the preschooler to the senior citizen, and from the adult new reader to the specialist in technical research.

Library Friends can be established to assist and support all types of libraries: public, school, academic, and special. Groups can be formed within a community, a region, a state, or as a national organization.

Most often, Friends are organized within a community to support a particular library, whether it is a public library, a law, medical, or school library. Within a library system, you may find a system-wide Friends group as well as Friends groups organized for libraries or schools within the system and operated independently of the system-wide organization.

Friends of Libraries in Oklahoma, FOLIO, is an example of an organization established to aid all Friends organizations in a state. On the national level, the organization of local Friends groups is encouraged and aided through FOLUSA, Friends of Libraries USA.

WHY ARE LIBRARY FRIENDS IMPORTANT?

Everyone knows the value of friends and of being a friend in relation to one's personal life. Institutions also need friends, both individual and organized friends. An organization that is established for the sole purpose of befriending a library becomes, in effect, the library's principal supporter within the community or area served by the library.

Ours is a world of information, and your library is the receptacle for this information. It must keep abreast of today's events, as well as make available that which has been learned and recorded from the past. The library is a dynamic, complex institution, competing with other important public support.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

WHAT DO FRIENDS DO?

One dictionary defines friends in this way: "Friends relate. They relate positively to one another, with mutual respect and kind regard towards each other. Friends are adherents, allies, promoters." This is a terrific description of Friends of the Library.

Friends of the Library are organized to provide the library with things that the library budget cannot supply. They are often formed for a specific purpose that is needed at a particular time. When this purpose has been successfully achieved, the Friends' efforts may shift to other needs of the library, including keeping the public aware of the library, its services, and its needs. This is not to imply that Friends must be a single-purpose group at all times, but Friends must have well-defined, publicly understood goals.

ARE LIBRARY FRIENDS THE SAME AS A LIBRARY AUXILIARY?

One dictionary defines an auxiliary as "subsidiary, accessory, furnishing aid." While Friends may furnish aid to the library, the Friends relationship to the library is not as an accessory or subsidiary but rather as a partner - a friend, an alter ego through which the library is extended into the community.

WHERE ARE ORGANIZED LIBRARY FRIENDS IN OKLAHOMA?

When FOLIO was formed in 1979, several Friends of the Library had already been established. The Friends of the Tulsa Public Library created in 1957 campaigned for the establishment of city-county library systems. Then it campaigned for its new library. The Friends of the Tulsa Public Library is the oldest of Oklahoma's Library Friends and has been in continuous operation since its beginning. Since 1957 the Tulsa Public Library has become the Tulsa City-County Library. Branch Friends were organized within the system at Bixby, Broken Arrow, Jenks, Owasso, Prattville, Sperry, East Second Street Library and North Regional Library. The system and its Friends continue to grow with the most recent Friends group in the city of Collinsville. The Tulsa City-County Library is a living monument to Tulsa's citizens and the Library's Friends.

The Friends of the Metropolitan Library System was established in 1979 and serves the public library system in Oklahoma County. Friends have been organized since that time in many branches. Bartlesville, Grandfield, Heavener, Hugo, Lawton, Pryor, Tahlequah, Talihina, and Vinita all had established Friends organizations in 1979.

Since that time many Friends organizations have been formed and a few have slipped into an inactive status. FOLIO is always there with Seed Grants to help new Library Friends organize.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

Recent FOLIO Grants for new Library Friends went to Meeker, Collinsville, and Westville, Oklahoma to help them organize a statewide interest in establishing Friends of the Library organizations throughout Oklahoma was sparked by the White House Conference on Library and Information Services, WHCLIS, held in the fall of 1979. This was a federally legislated and funded conference that provided each state the opportunity to increase library support by drawing the public into the process. At that time the public did become part of planning for the future of libraries in our country.

In preparation for the WHCLIS, Oklahoma held a Governor's Conference in May 1978. The 150 delegates who attended the conference adopted forty-eight resolutions, one of which called for a statewide effort to organize a state Friends of the Library and in turn help local Library Friends organize. Friends of Libraries in Oklahoma, FOLIO, was established because of this resolution. It still is actively providing assistance throughout the state in establishing and encouraging local Friends organizations. It also serves as a clearinghouse for the exchange of experiences and ideas.

The Second White House Conference on Library and Information Services was held in June 1991. That conference reaffirmed that Friends of the Library groups should be encouraged for all types of libraries. The Governor's Conference held in the fall of 1990 mentioned Friends groups and/or FOLIO in many resolutions. These resolutions dealt with educating the public about libraries and improving the image of Oklahoma libraries.

Friends groups were also asked to help provide services to special populations. FOLIO is dedicated to helping new groups organize as well as helping the existing groups grow and prosper.

The Oklahoma Library Association, OLA, provided early leadership in organizing citizen support for libraries in Oklahoma. Now, working together, FOLIO and OLA have helped libraries provide more and better library services to the people of Oklahoma. --LIBRARY FRIENDS HELP MAKE WISHES COME TRUE!

CHAPTER TWO ORGANIZING FRIENDS

Once the need for a Library Friends group is recognized, steps should be made to establish it. These steps include:

1. Setting a goal that can be realistically attained.
2. Clarifying staff/Friends relationships.
3. Writing bylaws for the new organization.
4. Developing a budget including proposed revenues sources.
5. Setting a date for the first Friends membership meeting.
6. Publicizing the meeting.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

7. Holding the first Friends general membership meeting.
8. Incorporating as a non-profit organization with the state of Oklahoma.
9. Applying for tax-exempt 501(c)(3) status with the Internal Revenue Service.

WHO INITIATES ACTION FOR ORGANIZING FRIENDS?

Usually the librarian working with the Board of Trustees begins the process of organizing a Friends group. However, anyone interested in helping the library can be the organizer. A group of four or five committed, enthusiastic and dedicated citizens can successfully establish a Friends group in their community.

Persons other than the library's staff and Board of Trustees can initiate action. If this is the case the first step is to make sure the library wants a Friends organization established. Then ascertain that the staff and Board are willing to work with you in establishing Friends and are willing to give time and resources after the group is organized. Library Friends group may organize in communities with no libraries for the purpose of getting a library.

WHY IS GOAL SETTING IMPORTANT?

The setting of a goal provides the rallying point with which others can identify. A goal that can be successfully achieved within a reasonable period will provide the impetus and direction to attract members to the organization.

When setting the initial goal, it should be recognized and made known that Friends, as an organization, can operate in ways that are not possible for a public institution. For instance, library boards and staff are limited in the spending of public funds, both in the amount of money available for spending and in the uses to which that money can be put. Friends of the Library can provide services, opportunities, and equipment from their funds that would otherwise not be possible for the library to have.

WHAT SHOULD THE LIBRARY AND FRIENDS RELATIONSHIP BE?

As described in Chapter One, the relationship between the Friends and the library is supportive and kindly. It is a delicate relationship and is not apt to survive if either party assumes the role of telling the other what to do. It is not the function of the Friends to criticize or direct the library; nor is it the function of the library to do likewise to the Friends. Friends do not make or change library policy. The Board of Trustees has that responsibility. Friends members as individuals though, may voice concern about particular policies to the Board.

A good library/Friends relationship will be a continuously evolving happening. Initially, however, certain policies and procedures affecting both the library and

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

Friends should be mutually agreed upon. These policies and procedures might include:

The Friends of the Library consult with the staff when selecting their goals and objectives.

The staff provides assistance and guidance to the Friends in carrying out the Friends' programs and projects.

The staff suggests ideas for Friends' programs and projects.

Friends and staff keep each other informed and up-to-date on services, activities, needs, problems, etc.

An effective means of carrying out such a relationship is to have a staff member designated as the liaison between staff and the Friends. This staff person should have an overall view of the library's policies and activities and needs, and should have the time to attend all or most of the Friends' business meetings and enough of their programs to know first-hand the quality and substance of the program.

IS AN INTERIM ORGANIZATION NECESSARY?

Since every community has distinct needs, each Friends organization will be different. A few people can set the goals, write by-laws, and complete other prerequisites to establish a Friends organization. It is better to have a larger number of people and to involve more members of the community. Also, a few people will not have to carry the entire burden of the organization. Of course, in a small town, a handful of people must take on the responsibility since there will be fewer people willing to do so.

The establishment of an interim organization need not strain the energies of the organizers. It can be an informal organization with officers limited to a chairperson and a secretary/treasurer. To obtain community support, try to get representatives from all segments of the community to serve on the interim organization team. The interim organization might include persons from the library staff, the board of trustees, patrons, community leaders and local government officials. An attorney or certified public accountant may provide help in writing by-laws and obtaining tax-exempt status. Other organizations in the town, such as American Association of University Women, League of Women Voters, PTA, Chamber of Commerce, or Kiwanis may provide initial financial support as well as an experienced representative. Seven to twelve members can organize a Friends group efficiently and effectively.

WHAT ARE BYLAWS AND HOW SHOULD THEY BE WRITTEN?

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

Bylaws are concise statements of purpose and organizational structure. They should establish a general framework within which the organization is to operate. The bylaws also serve to clarify the organization's tax status.

An attorney's assistance is particularly helpful in preparing the application for incorporation and any subsequent application to the IRS for tax exempt status. The assistance of a parliamentarian would be helpful in writing the bylaws. The interim organization must advise the attorney as to what is conceived to be the purpose of the organization, the members it seeks to gain, their qualifications and dues requirements and how the Friends business is to be conducted.

Bylaws can be a simple one-page document or a more definitive set of bylaws as found on pp. 9-13. The bylaws officially establish the organization, enable it to operate in accordance with its adopted bylaws, and enable it to amend the bylaws as needed.

Bylaws should include at least the following:

1. Name and purpose of the organization.
2. Definitions of membership, voting qualifications, and fees.
3. Definition of the governing body.
4. Officers' qualifications, terms of office, powers, and duties.
5. Provision for regular, special, and annual meetings with definitions of the business to be conducted at each, the notices to be given, the reports to be given, the reports required, and the quorums necessary at each type of meeting.
6. Definition of the powers and duties of the governing body and each standing committee.
7. Fiscal provisions deemed necessary.
8. Provision for waiver of notice.
9. Provision for amendment of the bylaws.
10. Parliamentary authority.

HOW SHOULD OFFICERS BE ELECTED AND BUSINESS CONDUCTED?

The interim organization must determine the role and the size of the Board of Directors. The Board may function as the governing board or it may have a dual role of governing and providing a broader based community leadership and support for the Friends. If the organization is very small, a Board of Directors may not be necessary. The active members who regularly attend the meetings and do the work then take on the responsibilities of the Board of Directors.

If the role of the board is to be primarily a governing body, persons elected to it should be those who are willing to attend regular business meetings of the board. If the board's role is a dual one, a large board needs to be elected.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

In the case of boards whose sole purpose is to conduct the business of the organization, a board of seven to twelve members should be elected. The board's officers may be elected by the board or by the membership at large, as specified in the bylaws. An Advisory Board could supplement the Governing Board.

Where a large board is used for a dual role, as is the case of the Friends of the Tulsa Public Library, the membership elects one third of the board's total membership each year for a three-year term. This election takes place at the annual membership meeting. Some organizations limit the number of terms an individual may have. Immediately following election, the board convenes in a designated place for the purpose of electing its officers and other members as designated by the by-laws of its executive committee. The executive committee conducts the business of the board. Any board member is welcome to attend executive committee meetings. Generally, board members not elected to the executive committee or appointed to a committee have no responsibility other than general support of the organization.

Appointing a nominating committee facilitates the election of officers. The interim organization can be the first nominating committee. The slate of nominees may include more than one name for each office. Nominations from the floor should be permitted.

WHAT ABOUT FINANCES?

The organization's first year expenses should be estimated by the interim organization and sources of revenue adequate to meet the expenses should be identified. A donation of \$100 or more is an excellent way to start. A simple budget should suffice for the first year. After that, the budget and finance committee can better ascertain the organization's financial needs and capabilities.

Dues should be established by the interim organization and included in the by-laws. They can be amended later if they are inadequate. When establishing the amount of the dues, consideration should be given to the number of membership mailings to be made each year and the cost of each mailing. To get a large number of members from all segments of the community, keep the minimum dues amount low, \$5 or less. To encourage more donations, establish different categories of membership such as patron, sustaining, and benefactor. Categories can be like those of FOLIO, which honor great friends of libraries. These categories may include benefits such as a Friends T-shirt or a preview of the book sale. The categories established by FOLIO can be found in the introduction to LET'S BE FRIENDS.

HOW DO FRIENDS MOVE FROM AN INTERIM TO A PERMANENT STATUS?

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

When by-laws, membership qualifications, nominations, and finances have been established, the interim organization should set a date, place, and program for the first Friends of the Library membership meeting.

The meeting needs to be well publicized, using every available means of publicity. This would include newspaper, radio, TV, TV cable, bulletin boards, posters in the library and other public buildings, and on marquees of businesses. The library's web page must also be used. Co-sponsorship of the meeting by related, interested civic organizations may be helpful.

A brief resume of the interim committee and its activities to date should be presented at the meeting. The proposed bylaws should be distributed and discussed, article by article. The bylaws, as prepared or revised, should then be formally adopted. In accordance with the voting procedures established in the bylaws, members should then participate in the election of officers.

The meeting should conclude with members being requested to specify the functional areas in which they wish to participate, such as program, publicity, finance, etc. From the list the president will name committee chairs and members.

Once the bylaws are adopted, the organization can be incorporated as a non-profit organization by the state. After incorporation, Friends can apply for tax-exempt status with the Internal Revenue Service. The new organization should apply for this status as soon as possible to enable individuals to deduct their donations to the extent of the law on their income tax. Also, if the organization raises funds, this will exempt it from paying income tax. FOLIO has published a booklet, Organizing, Incorporating and Tax-Exempting Procedures for Friends of Libraries in Oklahoma. The booklet includes sample forms and provides answers to relevant questions.

WHAT BUSINESS DOES THE BOARD CONDUCT?

The business the Board of Directors conducts includes:

1. The determination and setting of goals.
2. Over all planning.
3. Liaison with the library staff and the library directors.
4. Coordination of committee work.
5. Establishment of a healthy, working relationship with other community organizations.
6. Approval of all financial obligations.

A few comments on the above may provide helpful guidelines: If the building of a new library is the first purpose for organizing Friends of the Library, then all other goals may be postponed or subordinated to this end. Otherwise, the board will

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

consider those purposes, needs, and projects pertaining to the library which are the most immediate and which will be the most rewarding to carry out. Priorities should be established, first goals set, and long-range plans studied. Don't be rigid. Allow for new ideas and for contingency or emergency needs.

Over-all planning is an important function. The project must be defined to determine how it will be carried out. When times, dates, and places have been decided upon, the work involved should be assigned to the proper committee. Ad hoc committees may be named such as those to plan for a financial campaign, membership procurement, meeting places, or annual meeting. The type of letterhead to be used for all business pertaining to your Friends organization should be agreed upon.

Coordination of committee work expedites successful implementation plans. Chairs report to the board, outlining their plans, their objectives, and their programs. The assistance of other committees may be enlisted. An example of committee coordination would be the part the publicity committee could play in promoting a used book sale. The membership committee would benefit by having a Join the Friends poster on a table at the entrance of the book sale site.

The relationship between the Friends of the Library and the library professional staff and the library board of trustees should be one of congenial cooperation. The Friends' board should see that the Friends do not take on staff duties or prerogatives. They do not impinge on the library's trustee's responsibilities or legal obligations. All three entities should be working toward a common goal. Ideally, the librarian should ask the Friends for help with specific projects. The Friends should determine which projects they have the interest and volunteer help to carry out. The Friends may suggest projects, but the librarian will determine if they are appropriate. Good community relationships may be promoted and enhanced by the Library Friends Board cultivating the friendship of other organizations. These could include the Chamber of Commerce, the American Association of University Women, the League of Women Voters, the YWCA and the YMCA, the Boy and Girl Scouts, the Business and Professional Women's Clubs, Rotary, Lions, and other civic and service organizations in the community.

Examples of benefits Friends could derive from the good will of another organization would be help from the Scouts in collecting books for a book sale or the help of a Newcomers' Club in distributing Friends of the Library brochures or bookmarks at its meetings.

WHAT COMMITTEES SHOULD BE NAMED AND WHAT ARE THEIR FUNCTIONS?

As in other organizations, committees of the Friends fall into two groups: standing committees and ad hoc committees.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Standing Committees

Standing committees set forth in the bylaws of a Friends group differ according to the needs and the extent of the Friends' activities in the community. The following are often included:

1. Bylaws.
2. Nominating.
3. Budget and finance.
4. Membership.
5. Program.
6. Publicity.
7. Archives.
8. Hospitality.
9. Legislative.

Descriptions of the functions of the committees follow:

Bylaws Committee. This committee keeps the bylaws current.

SAMPLE BYLAWS FOR INCORPORATED FRIENDS FRIENDS OF
THE _____ PUBLIC LIBRARY, INC. .

ARTICLE I.

The name of this organization is The Friends of the _____ Public Library. (Use the actual name of your own library.)

ARTICLE II.

The purpose of this organization is _____. (This purpose must not be broader than that which must be included in the application to the Secretary of State for incorporation.)

ARTICLE III MEMBERSHIP AND DUES

The Board of Directors shall determine categories of membership and dues.

ARTICLE IV. MEETINGS

The annual meeting shall be held at a time and place fixed by the Executive Committee and shall be in March or April of each year.

ARTICLE V. BOARD OF DIRECTORS AND OFFICERS

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Section 1. Board of Directors. The business, property, and affairs of this organization shall be managed by a Board of Directors who shall be members of this organization. Each Director shall hold office for the term for which he is elected and until his successor is elected and qualified.

Section 2. Classification of Directors. At the first organization meeting of the corporation, the members of the Board of Directors shall be divided into three (3) classes. The members of the first class shall hold office for a term of one (1) year, the members of the second class shall hold office for a term of two (2) years, and the members of the third class shall hold office for a term of three (3) years. At all annual elections thereafter, Directors shall be elected by the members for a term of three (3) years to succeed the Directors whose terms then expire; no Director shall serve for more than three (3) consecutive terms.

Section 3. Meetings of the Board of Directors.

(A) The Board of Directors shall, after their election at the annual meeting of the organization, meet for the purpose of electing a President, First Vice-President, Second Vice-President, Secretary, and Treasurer, who shall serve for one year. All other meetings of the Board of Directors shall be called at the President's request or at the request of five (5) Directors or any two (2) officers, and upon giving at least three (3) days written notice to the Directors. _____ members of the Board of Directors shall constitute a quorum. (The number written into the bylaws to constitute a quorum is at the discretion of the Directors.)

(B) Vacancies on the Board of Directors or any office of the organization shall be filled for the remainder of the unexpired term by the Board of Directors. A large board such as this serves as an advisory board from which is elected a much smaller executive committee to handle the business of the organization.

Section 4. Executive Committee.

The members of the Board of Directors shall elect an Executive Committee consisting of the officers and 2 additional Board members. The Executive Committee shall exercise all the powers of the Board between meetings of the Board. A majority of members of the Executive Committee shall constitute a quorum.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization and shall have general supervision of the affairs of the organization. The President shall be an ex-officio member of all committees.

Section 2. The First Vice-President shall assume the duties of the President in his/her absence.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Section 3. The Second Vice-President shall assume the duties of the President in his/her absence and the absence of the First Vice-President.

Section 4. The Secretary shall take the minutes of all the meetings and keep an accurate record of all business transacted.

Section 5. The Treasurer, or other officers designated by the Executive Committee, shall be custodian of all moneys and shall deposit them in a bank designated by the Executive Committee, and the Treasurer shall disburse the same only upon order of the Executive Committee. The Treasurer shall present financial statements to the Committee at its regular meetings, prepare an annual report for the annual meeting, and keep complete organizational accounts.

Section 6. The Board of Directors may elect such Additional Officers, including Assistant Secretaries, as it shall deem desirable and may assign additional duties to officers as it deems appropriate.

ARTICLE VII. COMMITTEES

The President, with approval of the Executive Committee, may appoint such committees as are necessary for carrying out the activities of the organization.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any meeting of the Board of Directors by a majority vote of the Directors present and voting; PROVIDED that notice of the proposed amendment is included in the notice of the meeting.

ARTICLE IX. ELECTIONS OF TAX STATUS

The Officers and Directors of the Corporation may, from time to time, make such elections of tax status under the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) and the Oklahoma Tax Code as are appropriate and in the best interests of the Corporation and not in violation of the Certification of Incorporation, provided that no such election shall be made which forfeits the tax-exempt status of the Corporation under Sections 170, 501, and 4911 of the Internal Revenue Code, or any equivalent provisions in subsequent, other, or related enactments. The Officers and Directors of the Corporation may elect to become an organization entitled to make expenditures to influence legislation as contemplated by Sections 501(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or equivalent provisions in subsequent, other, or related enactments.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

ARTICLE X. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

President

ATTEST:

(All numbers in the by-laws can be changed to meet the needs of individual Friends groups.)

Nominating Committee. This committee is responsible for finding new Board members and for a slate of officers each year.

Budget and Finance Committee. This committee should receive an estimate from all committee chairs and officers of their projected needs for the coming year. This input is particularly important from the membership, program, publicity, and hospitality committees. The secretary should present requirements for stationary, postage, and other operating expenses.

SAMPLE BUDGET

Income

Dues	\$250
Contributions	\$125
Special Projects (book sales, etc.)	\$175
Total Income	\$550

Expenses

Postage	\$125
Stationary & Supplies	\$75
Printing & Duplicating	\$35
Hospitality	\$50

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Program	\$50
News Bulletin; Publicity Aids (Posters, etc.)	\$25
Total Expenses	\$360
Balance (Contingency Fund)	\$190
	\$550

Friends groups with more money to command may wish to allocate money for rentals of meeting places, brochures, invitations, membership return envelopes, purchase of books for the library, scholarships, etc.

If a Friends group is organized as a non-profit tax-exempt educational organization and has 501 (c) (3) status, contributions from interested citizens will be tax-deductible to the extent of the law. The finance committee may determine whether a specific time of the fiscal year will be designated for an annual finance campaign, or whether it will be a continuing process. A low-key approach is often productive, and the use of personal contacts and letters is very effective.

If you are interested in how to obtain IRS tax-exempt status, write to FOLIO at the address on the cover of this book.

Membership Committee. This committee is responsible for helping Friends renew their memberships. They also go to the full board to suggest dues. A broad base of active participating members may be obtained by keeping the membership dues low and providing various categories of membership. Many groups use a membership form such as this:

BE A FRIEND TO OUR LIBRARY

Active Membership \$ 5 Sustaining Membership \$ 25 Associate Membership \$10
Patron Membership \$ 50 Benefactor \$100 +

Name: _____

Phone: _____

Address: _____

City State: _____

Zip: _____

Please make your check payable to the _____ Friends of the Library.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Mail to: Your Friends of the Library Address City, OK

If the budget allows, a self-addressed, return envelope bearing the above information printed on the back is helpful for the prospective member and also as a filing device for a membership roster. A list of the Friends' projects on the envelope or membership form is beneficial. It lets prospective members know why they want to join Friends.

The membership committee should work closely with the publicity committee in preparing posters, news releases, and radio and TV public service announcements. As with the finance committee, there may be a concentrated drive for membership as well as the continuing effort. One suggestion for gaining members that has been used successfully, is to set up a table with a poster, Join the Friends staffed by membership committee members prepared to accept dues and issue receipts. This table may be set up in churches, banks, the library itself, or at meetings of other community organizations such as PTA. A membership table should always be set up at any function in which the Friends are involved, including all programs.

Program Committee. This committee has the opportunity to become the life-blood of successful Friends of the Library. Stimulating, interesting, informative, and well-publicized programs will do more to attract new members, larger contributions, and a supportive attitude to the library than any other one factor. Some program ideas are listed in Chapter Three. The list is as endless as there are interests in the community.

Publicity Committee. This committee should work closely with the board and with every other Friends Committee in publicizing all of the organization's activities. (See Chapter Three.)

Archives Committee. This committee is responsible for the history of the Friends of the Library.

Hospitality Committee. This committee is responsible for refreshments at each meeting and for other functions sponsored by Friends.

Legislative Committee. The functions of this extremely important committee are discussed on page 21.

Ad Hoc Committees

Every five to ten years an evaluation committee should be established for the purpose of assessing the Friends' goals, program, projects, and structure in relation to the library's changing needs and in relation to ongoing community services and activities. These committee members should be persons well versed in the Friends' operation, knowledgeable of library demands, and

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

informed on who else is doing what in the community, particularly with respect to library related activities. This committee should make its recommendations, in writing, to the Friends' board, who may, in turn, decide to pass on some or all of the recommendations to the library's board of directors for their information, review, and comment.

Other committees for one time events or projects might be Book Sales, Authors' Events, Art Exhibits, or Scholarships.

CHAPTER THREE - KEEPING FRIENDS

Once the group is organized, the Friends of the Library must continue to provide needed services, expand its membership, support the library's role in the community, and seek legislative support. In other words, the Library Friends job is ongoing and the Friends must continue to thrive!

HOW CAN LIBRARY FRIENDS KEEP THRIVING?

Following these few basic rules will help keep a well-organized group thriving:

1. Set and carry out pertinent and identifiable goals.
2. Keep the Library Friends' name and activities before the public through publicity, membership newsletters, and community programs.
3. Seek funds adequate to provide some financial support to the library for activities it could not provide through its own budget.
4. Seek to develop the library's and the Library Friends' image in the community as a fun place to be and work.

WHAT ARE GOALS AND WHY ARE THEY IMPORTANT?

Goals are important because they not only direct the work of the organization, but they also tell the public what Library Friends are all about. Goals are statements describing a general end toward which action is directed. They give purpose and direction to the organization and provide commitments which the organization seeks to accomplish. They also offer a basis for measuring performance. Goals should be general and long-term, but not so long-term that they can't be achieved in a reasonable period of time.

The following is an example of a goal:

To expand the membership of the Library Friends to include a large representation of the community, both in terms of total number and of representation of diverse populations in the community.

Objectives aid in reaching goals. An objective is a specific end that can be carried out in a specific, short-term period.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

The following is an objective related to the preceding goal:

To reach fifty members by (given date).

Goals are often informally established within the Library Friends as needs change. Of course, the basic goal of an organization is stated in the by-laws. However, particular goals may never be formally expressed. Yet, the organization must be aware of these goals as they develop.

Every Friends organization needs to examine its goals from time to time and change the goals as needed to meet the library's and the community's changing needs. Both the goals and the Friends' accomplishments in meeting its goals should be made known and kept before the public.

Although goals should not be regarded as inflexible, they should be sufficiently stable to provide a rallying point around which efforts and interest are directed.

HOW SHOULD LIBRARY FRIENDS RELATE TO THE COMMUNITY?

An important goal of any Friends of the Library organization should be to serve effectively as a connection between the library and the community in two ways:

By making known to the community the facilities, services, and needs of the library.

By making known to the library, the community's needs for library and information services and facilities which are not being met or which are inadequately met by current library services and facilities.

Implicit in this role as library-community liaison is the need for the Friends to serve also as an interpreter - explaining reasons for library limitations to the community, and attempting to gauge and correctly interpret community support for expanding or adding new services or facilities. Naturally, this role must be carried out in complete cooperation with the library's board and staff.

Such a liaison role can be greatly facilitated by developing associations with other organizations in the community. One of the most effective ways of achieving this is by cosponsoring programs, workshops, exhibits, seminars, projects, etc. which jointly benefit all organizations involved.

In any community where there is a library, there is a possibility of working with other community organizations. All communities have schools, churches, and local governmental agencies. Many have staffed chambers of commerce. In addition, civic clubs and interest groups may be established in your community such as: American Association of University Women; Rotary; Lions; League of Women Voters; book, theater, music or arts clubs or councils; hobby clubs;

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

garden clubs; etc. Friends' programs could be geared to interests expressed in the community as evidenced by the kind of organizations that are established. Working in association with any one or more community organizations may make it possible for the Friends to provide more and better programs and projects. At the least, joint association should serve to introduce the Friends to a new set of community residents. It may also facilitate certain procedures - bulk mailings, for example. When two or more groups reach essentially the same people, the possibility may exist for processing mailings on a joint basis.

HOW ARE RELATIONSHIPS WITH OTHER ORGANIZATIONS DEVELOPED?

The Friends should seek out organizations with similar programs and purposes. First, define your own program/project interests in light of your goals and objectives. Then seek out those groups that might benefit from an association with you. Finally arrange for a conference of staff and president of each organization to explore mutual benefits from association. Make certain that the benefits are mutual and do, in fact, enhance the Friends' goals, objectives, and resources. If an association appears desirable, spell out, in writing, the nature of the relationship, what is expected of each organization, and set a specific time period for the continuation of the association. Upon conclusion of the time period, evaluate the effectiveness of the association with respect to the library's purposes, the Friends' purposes, and the community's needs. This should then be compared to the estimated effectiveness, in all three categories, of the Friends having conducted the action independently. Two or three persons in a relaxed atmosphere can do this kind of an evaluation best.

In forming associations with other organizations, remember these few points:

Know exactly what is expected of you in terms of specific commitments of responsibilities of your resources, including both time and money.

Always attempt to gauge the effect of the proposed association on your goal achievement as compared with the effect on your goal achievement of independent action.

Be prepared to give as well as take in working with other organizations.

HOW CAN FRIENDS OBTAIN PUBLICITY?

Success breeds success, and the better known an organization becomes, the more publicity it generally attracts. Of course, such a chain reaction needs to begin somewhere. It is very important, therefore, that the Friends' initial publicity be based on a stimulating, worthwhile, newsworthy event or happening - and that the success of that event be made known while it is still a news item.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

By far, the best way to get publicity is to do interesting things, mainly programs and projects. When the organization does do something interesting, as many avenues as possible should be used to tell the public about the activity. These would include not only the mass media such as radio, television, TV cable bulletin boards, newspapers, magazines, but also church and other organizations' newsletters, announcements at meetings of other organizations and groups, posters and flyers exhibited and available in public places, direct mailings, etc.

Word of mouth is probably the most effective way of publicizing the Friends' activities. Talk to your friends, family, neighbors, members of your club, people you meet while shopping. Tell them about your organization, its projects, its accomplishments, and most of all about its needs. Old friends also need to be reminded at times that their support is still needed. Very short reminders of current and upcoming activities may be made at Friends programs.

Localize your news whenever possible. This will always make it more newsworthy. For example, the publicity regarding a book review should relate the subject matter to local interests and emphasize the local reviewer, unless the author is a local person. When working with the news media, it is best to ask each newspaper editor, radio station manager, etc, in what format they would like to receive the Friends' news releases or public service announcements. Then plan your format to meet their needs. Do not forget to find out when their deadlines are, and never fail to meet them. There are many books on the market which discuss publicity for nonprofit organizations. If you find a book that seems well suited to your local situation and can spare the money from your treasury, we suggest you buy a copy for your publicity chair.

Three final hints for developing successful publicity: Be creative in telling your Friends' story. It is extremely helpful to be able to suggest an exciting, human-interest angle to your newspaper or television representative.

Always be willing to do as much of the work as you can handle in developing a media story. This might include writing the story or fact sheet, gathering background information, making contacts, or arranging for photographs.

Be sure to express appreciation for any help such as news stories or radio time.

ARE LIBRARY FRIENDS' NEWSLETTERS BENEFICIAL?

Newsletters serve the purpose of keeping the membership, media, and public informed. They are an ongoing activity, take time to write, and are expensive, both in time and money, to publish and mail. Before attempting to publish a newsletter, the organization should take stock of its abilities and resources, and set priorities with respect to its activities. If keeping your membership informed via a newsletter is decided to be a high priority in terms of your goals, then

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

proceed - but do so only after the board has deliberated and assigned priorities to its actions. In other words, set objectives in keeping with goals.

WHAT PROGRAMS AND PROJECTS COULD AND SHOULD LIBRARY FRIENDS SUPPORT?

When choosing Friends of the Library programs and projects, members should consider:

1. The Library's and the Friends' goals and objectives.
2. Unmet community needs and interests.
3. Popular appeal.

Projects should definitely be selected in accordance with the advice of the library staff and should be carried out with predetermined assistance from the staff.

If possible, establish a program not yet offered in your community, a program that can be continued year after year and which can become a Friends' trademark. An example of this is the Tulsa Friends' Noon Books Sandwiched In program, which features book reviews, films, slide presentations, travel programs, and music presentations. .

Once established, programs and projects tend to perpetuate themselves. The Friends should examine their total program and their projects at regular intervals and eliminate those no longer pertinent or popular. At any time that a program has outlasted its audience, the Program should be reevaluated and discarded unless there are recognized and reasonable reasons for its continuation.

In embarking on new program and project ideas, time, money, and manpower are the main considerations. The use of these resources for new programs as compared with old program should be evaluated in terms of the Friends' goals and objectives.

Program and project ideas are listed below. This list should not be regarded as complete. You will discover other programs and projects that are popular in your community. Later you may share them with other Friends through FOLIO.

Program Ideas

Book Reviews. Select books, primarily current ones, that are either well written, present an important idea or concept, or provide information and facts that are important or relevant to current concerns in your locality or in the world generally. Select local persons as reviewers who are familiar with the subject matter or author. Do not be afraid to try new reviewers - the audience likes to learn about the abilities of local persons. Six reviews, spaced a week apart, make a good series. One or two series a year may be presented. A monthly program also

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

works well in some communities. A committee should be established to organize the reviews. This committee should be made up of readers, persons who know reviewers in the community, and individuals who have general as well as academic interests. The job of the committee is to select the reviewers and the books for review, to schedule the program, and to make all necessary arrangements for the program.

Topical Programs. These programs are based on topics of current interest and provide a wide range of subject matter that may include historic places, Sherlock Holmes, or hobbies such as photography or cycling. Persons with expertise should present the programs. When this kind of program is used together with a book review series, the topics chosen should be different from the subject matter of the books chosen, unless there is a deliberate effort to examine a subject in depth, using various programs to explore a single idea. Often the topical programs are used to present a mixture of light and serious with the intent to educate and entertain.

Film or Video Series. One or more films or videos may be presented depending on the length of the program or film. Several short videos often make an interesting half-hour to an hour-long program. We recommend that a committee of the Friends preview the films as part of the selection process. A series of three to five films, one-week apart make a good series. These programs are particularly popular in the summer and could then be geared towards a high school and college-age audience.

Travel Series. There is a very popular series at the Tulsa Central Library called Travels with Tulsans. It has had a large audience for many years. Any library could have a series of two to four programs presented by people in the community who have visited interesting places. An effort should be made to have slides of high quality, and a well-prepared, interesting presentation. Emphasis on a particular aspect of the area visited is often of interest, e.g., botanical features, animals, cultural aspects, architecture, etc. Random pictures of personal interest should be avoided.

Book and Author Dinner or Lecture. An outstanding author, or a local author, may be of interest in your locality. This is an excellent type of program, particularly if the author can also attend a workshop for selected journalism students or members of local writers' club. To bring an author to a community requires a long period of arrangements - first to secure a date from the author and then to make the necessary preparations. Because the author's fees are likely to be high and travel costs have to be paid, it is usually expensive and requires selling tickets to the dinner or lecture in order to help defray expenses.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Project Ideas

Creative Writing Contest. This contest encourages local writers by offering prizes and recognition to winners in various categories of writing. A committee should be established to determine the categories of writing such as nonfiction, fiction, children's stories, or poetry. Choose categories the committee thinks will be of local interest. An anthology of the winning entries can be published and sold.

The committee should also secure judges for each category and make all necessary arrangements for publicizing the contest, transmitting manuscripts to the judges, returning manuscripts to the writers, the manner in which the awards will be presented and announced, the kind of awards, and honorariums for the judges. Judges should be selected on the basis of their ability to judge in a particular category and if possible should not serve for two consecutive years.

Where publication of the contest winners' entries can be arranged, it should be done as part of or as the prize. For many writers, being published is of more importance than a relatively small cash prize. Publication could be in a local newspaper, a company or trade journal, an appropriate state publication, or other applicable publications in the area.

Library Staff Scholarships. Library Friends' funds may be used to establish scholarships for library staff to pay part or all of the tuition for library or related courses, conferences, or seminars. Courses or conferences can be selected by the library director. Individuals can also come with requests for courses or conferences unique to particular tasks. Staff members can be recommended by the library director for consideration by the Friends' scholarship committee, which then makes recommendation to the Friends' directors for final selection.

Book Sale. A used book sale is a terrific way to raise money for your Friends group. Books may come from library discards as well as from donations from the community. The proceeds may be used for any of the Friends projects. Friends' volunteers price and, sort the books before the sale. This advance preparation allows the sale to be set up easily. On the day of the sale, the Friends are responsible for collecting the money from each sale as well as helping the buyers find the books that they are seeking. A pre-sale can be arranged the night before for the Friends' members only. Popular additions to the sale are pictures, posters, magazines, records, videos, CD's, and tapes.

Books For Shut-ins. These books could go to people at home, in nursing homes, even those incarcerated. This assistance may be in the form of money for the purchase of books, by solicitation by the Friends for donations of money or books, or by providing volunteers to take library books to shut-ins.

Taking books to jail inmates may be a good project to conduct jointly with other organizations or individuals. Local jail regulations may require that only specified

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

persons be admitted to the jail. Friends can help supply the books for those persons to take to the jail. State prison facilities have libraries, but their budgets are very limited. Your Friends group may consider donating some money or books to these libraries if extra funds are available. Friends may take a variety of books to nursing homes on a regular basis. The residents check out the ones they want and read them before the Friends come back. The Friends may also wish to donate books that would be left at the nursing home permanently.

Literacy Volunteer Programs For Adult New Readers. This is a project that may be carried out by the Friends, a literacy council, or jointly. It should be conducted under the supervision of a trained literacy tutor. This individual trains the local volunteers who work directly with adult new readers on a one-to-one, continuing basis. Trained volunteers may be used also for training other volunteers and as project supervisors if properly qualified in accordance with library standards. For information on establishing literacy programs, contact the Literacy Office at the Oklahoma Department of Libraries, 1 (405) 521-2502 or 1 (800) 522-8116.

Other Ideas. The above programs and projects are just a few ideas to get your group started. Let your imagination develop new ideas that will meet the needs of your community. Other ideas may be obtained from FOLIO, other Friends groups, or at the FOLIO annual meeting that is held in conjunction with the Oklahoma Library Association annual conference. See Chapter Four for more resources.

HOW IMPORTANT ARE MEMBERS OF FRIENDS OF THE LIBRARY?

Because the Friends of the Library group is a membership organization, members are essential for a viable group. Membership should be open to anyone in the community who is interested in helping the library in some way. The dues should be nominal so that everyone can join. The public should be reminded frequently that the Friends group is dependent upon its members for funding and volunteers to carry out Friends programs and projects.

Memberships should be solicited at every opportunity - especially at Library Friends' programs - but also at the library, at meetings of related organizations, and by members encouraging their friends to become members. There are many ways to develop an active membership. Success demands creative, stimulating, caring leadership. There is no doubt that this pays off in the end.

Members join Friends to be supportive of the library, so find ways in which they can be of support in addition to the regular dues contribution. Seek to find the talents and interests of the members, and arrange to involve them in appropriate functions. A member's idea may spark an idea for an exciting program or project. Ask for their suggestions.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

HOW CAN LIBRARY FRIENDS AID THE LIBRARY FINANCIALLY?

Because most Friends have a dues structure that allows almost everyone to join, the dues often barely yield enough income to cover the cost of a few mailings to members. As membership grows and the organization may take advantage of bulk mailing rates, the combination of a large volume of dues plus the lower mailing rates, may provide surplus income for use in aiding the library in a way agreed upon by the professional staff and the Friends. Of course, donations should be encouraged as well as different categories of membership such as sustaining, patron, benefactor, corporate, organization, etc. These different categories are in graduated amounts so that individuals will know that their donations are welcome. Many Friends provide benefits for the higher classes of memberships such as books, T-shirts, or early admissions to the annual book sale. Donations and dues usually provide only a small percentage of the Friends' total revenues unless an aggressive campaign is launched.

Fund-raising projects may be needed to supplement income derived from dues. Book sales, T-shirt sales, cookbook sales or sandwich sales at Books Sandwiched in may be the source of additional funds.

The establishment and promotion of a memorial fund for the library is another source of revenue. This fund could be administered independently by the Friends, or it could be operated in conjunction with a similar library trust or endowment fund. Once established, the public needs to be reminded frequently that these funds are in existence and available for persons wishing to honor another. Making known the goals and activities of the Friends of the Library may help expand the use of library memorial funds.

HOW CAN FRIENDS AID THE LIBRARY THROUGH LEGISLATIVE ACTION?

The most significant financial support available to the library probably is public funds. It is no surprise that there are more requests for government funds than there is money available. Therefore, libraries need good citizen lobbyists to insure that they receive an adequate share of city, county, state and federal funds. A Friends of the Library organization can be very effective in obtaining financial support for the library through legislative action. However, be aware that as a non-profit, tax-exempt organization, the Friends can only spend a small amount of their funds or volunteer effort to influence legislation. The tax-exempt status may be lost if too much effort is put to that use. Individual Friends can provide citizen support as long as they are representing themselves and not the Friends group as a whole.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

Careful and timely matching of available funds with library needs is a must! If there is not enough money available to support the library adequately, possible alternatives should be investigated. The answer could be a local bond issue or additional state funds.

To accomplish such goals, Friends need to be well acquainted with their public officials. Some groups appoint a member to act as their legislative delegate. The librarian could advise this person when action involving libraries may come up in any branch of government. The information would then be passed on to other members to encourage discussion and appropriate action on the issues.

Public officials like to hear from their constituents. You may write, phone, or personally visit most of them. Responsive, interested legislators are out there - you may have to look for them, but you'll find them. If you find that the first public official you visit or contact is uninterested in libraries, go to another one with your concerns. Eventually, you will find a friend of libraries.

Individuals should not hesitate to become personally involved in specific political campaigns. Find out which candidates feel most positively about libraries and support them. A word of caution: any political activism should be positive. Never side against a candidate; rather support those candidates who will support libraries. Remember, you can never know for sure which candidate will be the winner. It's important not to alienate anyone.

Most likely, the political campaigns in which the Friends will be involved will be financial questions. These may be bond issues, tax propositions, or constitutional amendments. Yours can be an effective group in influencing the outcome of such issues. Legally speaking, if your group has a charitable, tax-exempt status, current Internal Revenue guidelines permit an organization with an annual income not exceeding \$500,000 to spend an insignificant portion, less than 20%, of its income on political activities.

Another very important tool that can be used by Friends who want to influence a governmental body is a petition. A petition shows how many people support or oppose a specific issue. A petition can be one that contains signatures of registered voters, or one that contains the signatures of library users. Either one would be effective as an indicator of interest on a specific issue.

WHAT'S IN AN IMAGE?

The library is a fun place to be, and the Friends are fun people with whom to work. The library is a place where all interest groups, ages, social and economic status groups are welcome to come and learn about each other. It's a place where all ideas can be explored - as individual projects or as community concerns. A continuing element of the library, unique to it, is its ability to accommodate diversity.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

The library provides stimulation, satisfaction, and entertainment for all ages, for the ill and the well, for the educationally limited and the highly educated person. The library is alive and moving, a step ahead, or at least in step with, current thought and activity.

The library is known as eyes and ears to look at and hear the world, through books, through tapes and videos, and through the World Wide Web. On any given day, the library is open and people are reading and researching in books and on line on computers. Even the smallest Oklahoma towns now look and listen to the world from their library.

With this kind of image, one that is true of many libraries in the state, a library is assured of a positive, affirmative response from the community. People don't say no to the library, for the library is open to all of them.

Friends of open, friendly, helpful libraries reap the benefits of the library's image. The Friends will ask much of many people in the community, and few will refuse.

The work of Friends becomes easy and productive. Instead of spending time trying to explain the library, time can be spent in getting the job done. An affirmative atmosphere also serves to develop a feeling of togetherness, of belonging and working together as a community, in and for the community.

An affirmative image and good Friends get library bond issues passed, library services expanded, and establishes the library as the focal point in the community.

Who creates the image? Certainly, leadership must come from the library director and staff. No amount of assistance from the Friends or any other organization in the community can create the image if the spirit is lacking in the day-to-day operation of the library itself.

Given affirmative direction by the library staff, the Friends can greatly enhance the spirit in the community. Their job is simple - expose what is already there!

CHAPTER FOUR FRIENDS' RESOURCES

There are people and places to turn to when seeking help in forming your Friends of the Library. The following list of resources is intended to provide names and addresses of libraries and organizations which could answer questions and provide advice on establishing and operating a Friends group. This is only a partial list of resources. Any omissions are the result of lack of information and are not intentional.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

FOLIO is the principal resource in Oklahoma for Friends of Libraries. Information about Friends' activities is shared at the annual meeting that is held in conjunction with the Oklahoma Library Association annual conference. FOLIO Grants are available to help start new local Friends organizations and project grants are available for special purposes. FOLIO publishes a newsletter to keep FOLIO members informed about activities around the state. The site www.okfriends.net includes needed information about FOLIO, Friends of Libraries USA, Oklahoma Department of Libraries, and Oklahoma Library Association.

FOLIO has many brochures prepared by other local and state Friends organizations. Some of the brochures include specific directions for various projects - book fairs, public relations, organization, etc. These specific projects and programs were not included in this Handbook. However, FOLIO will loan you the information upon request. FOLIO also collects material on what is being done elsewhere in Oklahoma. It serves as a central referral and information service to anyone in the state interested in libraries and citizen support of libraries.

FOLIO has published several booklets to help local Friends groups in various ways. The following booklets are available for a minimum cost to pay for postage and printing:

LET'S BE FRIENDS, A Handbook for Organizing Local Friends of the Library in Oklahoma, Third Edition, Julia Brady Ratliff and Irene Wickham, eds. FOLIO, September 2000.

The Numbers Game - A Guide to Membership Building. Judy Moody, ed., FOLIO, August 1984.

Organizing. Incorporating and Tax-Exemption! Procedures for Friends of Libraries in Oklahoma: An Information Manual. 3rd edition, Irene Wickham, ed., FOLIO, April, 2000.

Program Ideas from FOLIO, Irene Wickham, ed., FOLIO, May, 1992.

Another reference source is FOLUSA, Friends of Libraries U.S.A., which serves as a national resource in the same capacity as FOLIO serves Oklahoma. FOLUSA publishes quarterly newsletters and a publication called Friends of Libraries Sourcebook by Sandy Dolnick. If you are now a member of a Friends group or trying to start a Friends group, the Sourcebook is invaluable. FOLUSA's web site contains fact sheets that can help Library Friends get started, continue, and renew themselves. Other information about Library Friends can be found on the site, www.folusa.com.

Volunteer Coordinators at Oklahoma's major libraries can be excellent sources of information. They can give advice about starting and maintaining Library Friends.

FRIENDS OF LIBRARIES IN OKLAHOMA LET'S BE FRIENDS

Library Friends in the Metropolitan Library System and the Tulsa City-County Library System have many projects and programs. A membership for a minor amount will give Library Friends around the state access to newsletters and brochures.

IMPORTANT ADDRESSES

American Library Association, 50 East Huron St., Chicago, IL 60611. (312)-280-2428. www.ala.org. Bill Gordon, Executive Director. wgordon@ala.org.

FOLIO, Friends of Libraries in Oklahoma, 400 Civic Center, Tulsa, OK 74103. (918)-596-7962, www.okfriends.org. Julia Brady Ratliff, President, firststep@webzone.net.

FOLUSA, Friends of Libraries USA, 1420 Walnut Street, Suite 450, Philadelphia, PA 19102. (800)-9FOLUSA. www.folusa.com. Sandy Dolnick, Executive Director,
_____.

Oklahoma Department of Libraries, 200 NE 18h St., Oklahoma City, OK 73105. (800)-522-8116, (405)-521-2502, www.odl.state.ok.us. SusanMcVey, Director. smcvey@oltn.odl.state.ok.us. Bill Young, Public Information Officer, byoung@oltn.odl.state.ok.us.

Oklahoma Library Association, 300 Hardy Drive, Edmond, OK 73013. (405) 348-0506. <http://pls.lib.ok.us>. Kay Boies, Executive Director. kboies@ionet.net.

WEB SITES

Go to www.dmoz.org. Click on reference --- then libraries --- then Friends of the Library. There is an annotated listing of Friends of Library sites.

Go to www.friendcalib.org for information on Friends of California Libraries

Go to www.FOML.org for information on Michigan Friends.

Washington Friends of the Library Handbook. Washington Library Association, 1999. Download free at www.wla.org/wlfta.

FRIENDS OF THE LIBRARY BIBLIOGRAPHY

Abernathy, Sue. "Friends Conduct Telephone Survey for Henry County Library" (to explore its options for a new and improved library). Show-Me Libraries 41:23, Summer, 1990.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Allen, Richard H. "Public Library Foundations and Friends Groups." (What they have in common and how they are different.) Nebraska Library Association Quarterly 23:23, Summer, 1992.

Anderson, Katherine G. "The Serendipitous Supper." (Friends of St. Louis Public Library fundraiser features literature-inspired menu created by local restaurants.) Show-Me Libraries 42:18-20, Summer, 1991.

Andrews, Judith B. and Marsha S. Greenhill. "Give and Take: Extra Effort can Make Junior Friends Groups Flourish." Nebraska Library Association Quarterly 25(3): 59-66, Fall, 1994.

"Answers to Book Sale Questions." The Unabashed Librarian 87:19, 1993.

Barksdale, Ken and Charles C. Hay. "Friendly Development: Organizing and Using a Friends Group in Academic Library Development." (Results of a survey of 31 Kentucky Academic Libraries.) Kentucky Libraries 61:16-23, Spring, 1997.

Berney, Albert. "Trustees and Friends." Colorado Libraries 17:28, September, 1991.

Bolton, Judy. "Twenty-eight Years as Friends" (LSU Library). Mississippi Libraries 55:10-12, Spring, 1991.

Bradbury, D. J. "Chocolate Chip Cookies and a Recipe for Friends." Public Library Quarterly 5:35- 41, Summer, 1984.

Brawner, Lee B. and Ernestine Clark. "Anatomy of a Library's Experience with Four Book Sales." Public Library Quarterly 6:9-24 Fall, 1985.

Broward County Division of Libraries (Fort Lauderdale, Fla.) "Developmental Study in Fundraising for Nonprofit Institution." JAI Press 251-260, 1987.

Brown, Carol. "Developing Houston's Alief Branch, with a Little Help from Our Friends." Texas Libraries 46:66-68 Fall, 1985.

Brownlee, Elaine U. and Neal J. Ney. "Alice B. Toklas and the Libraries: Building a Successful Friends Group." Library Journal 113 (2): 41-43 February 1, 1988.

Brucken, Lois. "Interaction: Library Director, Friends and Trustees" (Presentation given at the Ohio Friends of the Library North Chapter meeting in Hudson on May 5, 1989.) Ohio Libraries 2:26- 27 July/August, 1989.

Bryans, Nancy R. "Library Volunteers Can Make a Difference." (Friends of the Library Group at the University of Denver.) Colorado Libraries 25(1): 42, Fall, 1994.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Bryant, David S. "Fun Auction, Accounted for Nearly 25% of all Friends' Fundraising for the Year." *The Unabashed Librarian* 73:3, 1989.

Buboltz, Dale Dalton. "Don't Forget Your Friends." (Seven school librarians report on volunteers and support/advocacy groups.) *CMLEA Journal* 18:8-12, Fall, 1994.

Burton, Lewis R. "Trustees and Friends." *Colorado Libraries* 17:39 March, 1991.

Chadbourne, Robert. "A Friend is a Friend." *Wilson Library Bulletin* 65(1): 33 Summer, 1990.

Chalfoun, Eileen. "With a Little Help from Our Friends: Library Services at the Community College of Vermont." *College & Research Libraries News* 4:181-183, April, 1987.

Childress, Valerie. *Winning Friends for the School Library*. United States: Linworth Publishing, 1994.

Clark, Charlene K. "Getting Started with Annual Funds in Academic Libraries." *Journal of Library Administration* 12(4): 73-87 1990.

"Clayton Library Friends Group Receives Grant." (For furnishings and equipment for the Clayton Library, Center for Genealogical Research, a department of the Houston Public Library.) *Texas Libraries* 49:53, Summer, 1988.

Cohen, L. P. "Come One - Come All." *CLIC Quarterly* 3:22-24, March, 1984.

Collins, Rowland Lee. "Friendship and Greatness." (Reprinted from *University of Rochester LibLM Bulletin* v. 36, 1983.) *CLIC Quarterly* 3:22-5, December, 1984.

"Community Empowerment through the Involvement of Volunteers and Friends of the Library." IN: *National Conference of African American Librarians*. Columbus, Ohio: Black Caucus of the American Library Association, 1993.

Connors, Kathleen. "It's Your Library: Into the Future" *The Bookmark* (Albany, N.Y.) 49:58 Fall, 1990.

Cooper, Ginnie. "Mystery Party Raises \$1,000." (To benefit the Dublin branch of the Alameda County Library.) *The Unabashed Librarian* 72:5, 1989.

Cooper, Shauna. "Junior Friends of the Wilbraham Public Library" *The Unabashed Librarian* 79:5, 1991.

Corson-Finnerty, Adam Daniel and Laura Blanchard. "Using the Web to Find Old Friends and E-Friends." *American Libraries* 29(4): 90-91, April, 1998.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Curry, Betsy. "Statewide Network of Friends of Georgia Public Libraries: Survey Report 1985." *The Georgia Librarian* 23:6-8, 1986.

Database of Alameda Supporters. *Library Journal* 112:27, February 1, 1987.

Davis, Donna and Pamela Pridgen. *The Library and the Community: Working with Friends and Other Community Groups.* *Mississippi Libraries*, 55:7-9 Spring, 1991.

Davis, J. "Every Library Needs all the Friends It Can Get." *Colorado Libraries* 9:19-21, December, 1983.

DeCandido, Grace and Anne Andreassi. "Library Legislative Day, Washington, D.C., 1993." (FOLUSA's participation.) *Wilson Library Bulletin* 67:15, June, 1993.

Dolnick, Sandy F. "FOLUSA at 15: A Library Resource Often Untapped." *American Libraries* 26:40, January, 1995.

Dolnick, Sandy F. ed. *Friends of Libraries Sourcebook*. 3rd ed. Chicago: American Library Association. 2000.

Dolnick, Sandy F. "Friends Report." *Library Journal* 115:37 September 15, 1990; 115:33 November 15, 1990; 116:34 May 15, 1991; 116:32 July 1991.

Dolnick, Sandy F. "Fundraising American Style." IN: *Library Association Conference 103rd: 1986: Harrogate, England*). *Preserving the Word*. *Library Association* 70-76 1987.

Dolnick, Sandy F. "Notes from the Friends." *Wilson Library Bulletin* 65:16 January 1991; 65:15 February 1991; 65:16 April 1991; 65:18 May 1991; 65:14 June 1991; 66:21 September 1991.

Dolnick, Sandy F. "Trustees and Friends: A Natural Partnership." IN: *The Library Trustee*. 5th Ed. Chicago: American Library Association, 1995.

Dolnick, Sandy F. "Volunteers and Friends." IN: *Fundraising for Nonprofit Institutions*. 91-112. JAI Press, 1987.

Dougherty, Sherry, Ed. *Presidential Handbook*. *Friends of Indiana Libraries*, 1999.

Dougherty, Sherry, Ed. *Treasurer's Handbook*. *Friends of Indiana Libraries*, 1999.

Doran, Beatrice M. "Fundraising for Libraries: A Case Study." *Health Libraries Review* 7(1): 1-7, March, 1990.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Dryburgh, Jane E. "Friends of Wisconsin Libraries: A Brief History." Wisconsin Library Bulletin 79:150-151, Winter, 1984.

"Forming a Friends Group." IN: The Library Trustee 5th Ed. Chicago: American Library Association 1995.

Foulkes, Thomas. "Friends Day-Friends Must Be in Charge." Felicities 43(9): 31, September, 1997.

"Friends Barred from Book Sale." American Libraries 25:304, April 1994.

"Friends Endeavor to Raise \$150,000." Library Journal 118:18, May 15, 1993.

Friends in Action. (30 minute videocassette.) FOLUSA, Friends of Libraries U.S.A. New York: the H. W. Wilson Co., 1991.

"Friends of the Boon Bounty Library" Portrait of a Winner." Arkansas Libraries 54(5): 9-11, October, 1997.

"Friends of the Library Bookstore." The Unabashed Librarian 80:10, 1991.

"Friends of the Library 'First-Even Un-sale.'" The Unabashed Librarian 87:25, 1993.

"Friends of the Library Formed for Handicapped." Library of Congress Information Bulletin 51:235, June 1, 1992.

"Friends of NYPL Stage 90 Parties, Net \$209,000." American Libraries 15:10, January, 1984.

Gamewell, Mary and David R. Dowell. "Spinning Straw into Gold: A Look at Cuesta College's Friends of the Library." College & Research Libraries News 60(8): 649-651, September, 1999.

Haeuser, Michael J. "What Friends are For: Gaining Financial Independence." Wilson Library Bulletin 60:25-27, May, 1986.

Harris, April. "Special Events and Their Role in Fund Raising." Journal of Library Administration 12(4): 39-51, 1990.

Henderson, Lisa. "A Success Story" (Friends of the Saskatoon Public Library have opened a bookshop.) The Bottom Line 5:7, Summer, 1991.

Hill, Juanita. "Friends in Action Across Nebraska." Nebraska Library Association Quarterly 25(3): 37-66, Fall, 1994.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Hoadley, Irene Braden. "Future Perfect: The Library and Its Friends." *Library Administration & Management* 8: 262-165, Summer, 1994.

Holleman, Peggy. "Grants Opportunities for Community College LRCs." *Community & Junior College Libraries* 6(2): 35-42, 1989.

Hood Joan M. "An Academic Library's Approach to Fundraising." IN: *Fundraising for Nonprofit Institutions* 203-221, JAI Press, 1987.

Hood Joan M. "Friends of Libraries." IN: *The ALA Yearbook* 126 v. 8. Chicago, IL: American Library Association, 1983.

Hopkins, James W. and Duane Reed. "The Friends of the Air Force Academy Library: Friends in Deed!" *Colorado Libraries* 20: 37-39, Spring, 1994.

Houck, Bob and Maggie Preiss. "Library Friends Rake in Retail Bucks for Books 'n More." *Show-Me Libraries* 44: 22-26, Fall, 1992.

How to Run a Friends Group of Volunteers. Friends of the San Diego Public Library. San Diego, California, 2000.

Jeffrey, Jonathan. "Friends of Kentucky Libraries." *Kentucky Libraries* 59: 18-22, Winter, 1995.

Kochoff, Stephen T. "Alternative Funding Sources: Friends as Fundraisers." *The Bottom Line* 3(l): 35-36 1989.

Kristl, Carol, "Friends, Parish Resolve Fundraising Impasse." *American Libraries* 29(6): 30, June/July, 1998.

Krull, Jeffrey R. and P. O'Brien. "Private Dollars for Public Libraries." *Library Journal* 116(l): 65-68, January, 1991.

Levin, Lillian. *Planning Library Friends' Booksales*. Friends of the Welles-Turner Library, Glastonbury, Connecticut, 1999.

"Library Records Confidential, Even With Friends." *The Unabashed Librarian* 89: 28, 1993.

Mann, Pat. "Friends of the Library Host Chamber Breakfast." *Texas Library Journal* 70: 24-25, Spring, 1994.

Marshall, Val. "Friends Day at CLA, June 19, 1999." *Feliciter* 45(5): 274, 1999.

Matheson, Tim. "The Friends of Tennessee Libraries: A History." *Tennessee Librarian* 45: 18, Summer, 1993.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Mayer-Hennelly, Mary and William A. Brown. "Friends: A Part of the Equation." *Virginia Librarian* 39: 11-12, January/February/March, 1993.

Miller, F. W. "Friends of Libraries." IN: *The ALA Yearbook of Library and Information Services* 119-120 v. 15. Chicago, IL: American Library Association, 1990.

Mirabelli, Margaret. "Friendly Connections and Friendly Persuasion." *CLIC Quarterly* 3:14-21, December, 1984.

Munch, Janet Butler. "College Library Friends Groups in New York, New Jersey, and Connecticut." *College & Research Libraries* 442-447 49(5), September, 1988.

Nolte, Denretta J. "Trustees, Users, and Friends Section: Annual Report." *Nebraska Library Association Quarterly* 26(4): 51-52, Winter, 1995.

Novacek, Sandy, Ed. *A Manual of the Friends of the Michigan Libraries*. 1999.

O'Donnell, Pam. "Rural Libraries Need Friends." *Libraries Alone* 44-47 (I), Spring, 1988.

"OK Friends Donate \$43K." *Library Journal* 119: 126, September 1, 1994.

O'Reilly, Marjorie. "FOLUSA, We Have Found You!" *Nebraska Library Association Quarterly* 23: 21-22, Summer, 1992.

Passmore, Carol. "Friends of the Library Book Sales." *North Carolina Libraries* 53: 16-17, Spring, 1995.

Paulette, Elaine. "That's What Friends Are For!" *Ohio Library Association Bulletin* 57: 17-19, October, 1987.

Payne, Sally. "A Little Help From My Friends." *Nebraska Library Association Quarterly* 23: 20, Summer, 1992.

Politzer, Lisa. "You've Got a Friend." *School Library Journal* 45(4): 30-31, April, 1999.

Rea, Barbara S. "The Evolution of a Friends Group: Washington University Libraries' Bookmark Society." *Show-Me Libraries* 19-23-36, Summer, 1985.

Reid, R. H. "Academic Libraries Have Friends Too." *Arkansas Libraries* 40: 15-17, December, 1983.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

Ruffner, Frederick G., Jr. "Friends of Libraries." IN: The ALA Yearbook of Library and Information Services 128-129 v. 10. Chicago, IL: American Library Association, 1985.

Rutledge, Jane. "Used book sales: Some practical advice" (Reprinted from FOK'L Point.) Show-Me Libraries 36: 22-25, March, 1985.

Schuckett, Sandy. "You too can start a local FOCAL" (Friends of Children and Literature). Illinois Libraries 67: 41-44, January, 1985.

Seddon, Sandra. "Marketing Library and Information Services." Library Management 11(6): 35-39, 1990.

Short, Donna. "Friends of the Library U.S.A.: Making a Mark on the Library Program at Denton High School West." Texas Library Journal 70: 162-164, Winter, 1994.

Shuk-fong, Lau. "Ten Ways to Raise Library Funding." Journal of Library and Information Science (USA/Taiwan 12(I): 41-50, April, 1986.

Skory, Violet. "Friends of the Library." Canadian Library Journal 46(5): 317-321, October, 1989.

Smith, Meg. "A Literary Landmark" Jefferson Building Honored by FOLUSA." Library of Congress Information Bulletin 57(8): 194-195, August, 1998.

Smyth, Elaine B. and Robert Sidney Martin. "Working With Friends of the Library to Augment Staff Resources: A Case History." Rare Books & Manuscripts Librarianship 9(1): 19-28, 1994.

"Sticker Encourages Friends Membership." The Unabashed Librarian 61:27, 1986.

Stopke, Audrey R. "Friendship at the Library." Alki 14(3): 18, December, 1998.

Stopke, Audrey, Ed. Washington Friends of the Library Handbook. Washington Library Association, 1999. Download free at www.wla.org/wlfta.

Stewart, Nancy. Book Sales and Bookstores. Friends of the Beaverton, Oregon City Library, 1999.

"Such Good Friends." American Libraries 21:1021, December, 1990.

Taylor, Merrily E. "It's Hard to Make New Friends: What to Think About in Creating a Friends of the Library group." Library Trends 48(3): 597-605, Winter, 2000.

FRIENDS OF LIBRARIES IN OKLAHOMA
LET'S BE FRIENDS

"Ten Tips for Preparing Guest Speakers: Good Advice from the Connecticut Friends." *The Unabashed Librarian* 59: 9, 1986.

The TLA Home Page: An Electronic Resource for TLA Members and Friends of Tennessee Libraries." *Tennessee Libraries* 48: 14-15. Winter, 1995-1996.

"Trustees and Friends." *Georgia Libraries* 26: 49, Summer, 1989.

Ulmer, Erma D. "Friends: An Integral Part of the Craighead County/Jonesboro Public Library." *Arkansas Libraries* 54: 3-4, June, 1997.

Voss, Ruth. "The Books'n More Bookstore in the Faulker County Library." *Arkansas Libraries* 53: 17-19, April, 1996.

Warner, Penny and Tom Warner. "Whodunit?" *School Library Journal* 37: 50, December, 1991.

Weber, Sally G. "Friends & Volunteers." *Book Report* 11: 19, November/December, 1992.

Weld, Ann. "A Look at the Amarillo Library Friends Group." *Texas Libraries* 53: 8-9, Spring/Summer, 1992.

Wolf, Edythe. "Friends of the Library: Implementing an Annual Fund Raising Campaign." IN: *Proceedings of the 33rd Annual Convention of the Association of Jewish Libraries*. Philadelphia, PA: Association of Jewish Libraries, 1999.