

FOLIO

FRIENDS OF LIBRARIES IN OKLAHOMA

Newsletter Vol. XXXX No. 1—Summer 2018

www.okfriends.net

Strengthening Libraries in Oklahoma through Friends of Libraries

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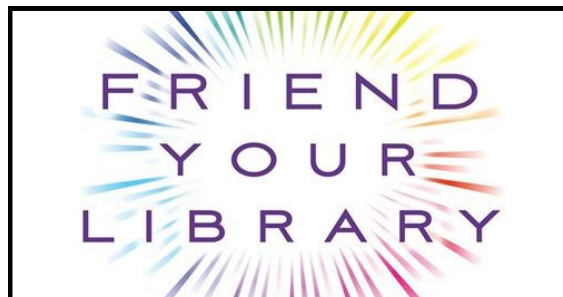
Sponsored by

Visit DoubleR.oklibraries.org for more information on the upcoming tour

Reading Roundup

Join the fun this September! Lutricia Clifton, winner of the 2017 Oklahoma Book Award for Young Adults, and Christopher Nick, illustrator of the 2017 Children's book award-winning title, will be making appearances around the state. Clifton's 2018 Reading Roundup tour stops are Bristol, Capitol Hill in OKC, Cleveland, Pawhuska, and Wagoner. Nick will visit Apache, Hennessey, Marlow, Okeene, and Woodward.

National Friends of Libraries Week, Oct. 21-27, 2018



National Friends of the Library Week (FOL Week), is a chance to celebrate your Friends group, promote your library and gain memberships.

FOLIO has two \$200 awards for FOL Week activities, one for Friends serving communities with under 10,000 population and one for over 10,000. An application will soon be available on the web site (okfriends.net) under Awards or you can request a copy by emailing FOLIO Board Member Michele Ramsdell, mramsdell@uco.edu. The deadline is Nov. 4. Ideas are available at ala.org/united.

Financial Literacy Needed in OK

Oklahoma residents have more credit card debt and unpaid medical bills than the US average. Libraries can have relatively easy-to-plan programs to help address differing financial information needs.

Planned financial-impacting programs can cover a broad range of topics, only limited by your imagination.

- Planning for retirement
- Using LinkedIn-small business & personal
- Cooking with cast iron on a budget
- Estate planning
- Finding employment
- Hosting a job fair
- Exploring cyber security
- Gardening in the fall
- Budgeting for the holidays
- Canning to save money
- Budgeting on a shoestring
- Checking your credit report

Friends can help provide leadership in making financial literacy programs successful.

From the President....



I am totally in awe of all the activities in which FOLIO is involved and their successes. That's "Thanks" to you! Please send in your membership dues to enable us to continue programs like Reading Roundup, Ambassadors, Financial Fitness, Let's Talk about It! The Great American Read, and FOLIO conference programs. Your membership dues and donations help keep our programs going. (Yes, it's that time again.) We have no staff. We're all volunteers. And it takes all of us pulling together to continue FOLIO's great programs.

Plan your Friends of Libraries Week activities now. This is a perfect time to get new members...routine has settled in after school has begun, before the holiday rush feeling. Have a volunteer at each library program during the week to invite potential new members, speak to civic groups or the chamber of commerce, reach out to a friend.

Go to the library during the Reading Roundup programs around the state. You'll be amazed at the enthusiasm of children and young adults meeting real authors.

I look forward to working with you these next two years.

Sharon Saulmon, FOLIO President, 2018-2020

Friends Bookstore Open 69 Hours Each Week

Our Bartlesville Friends store used to be open on Wednesdays from 10 a.m.-3 p.m., but they have made the decision to move sites and are now open all hours the Library is (69 hours per week). The new site is nice for patrons as they can now shop at their convenience and is nice for the Friends because they can restock as time allows and don't have to man a "store" five hours every week. Friends stop by and visit with customers as time allows and also restock as time allows.

This has been beneficial for everyone. We love Friends and sales have doubled. We are so blessed and thankful!

(Pictured from left to right: Some of the Best Friends: Linda, George and Maggie)

—Shellie McGill, City of Bartlesville
Library, History Museum & HR Director

FOLIO Board Retreat



The FOLIO Board met on a Friday and Saturday in July to make plans for the next two years. Some actions included:

- Thanking past president Dr. Karen Neurohr for her leadership and endless energy. *Pictured above l to r Sharon Douthitt, past president, and Dr. Neurohr.*
- Planning the FOL Week award.
- Increasing membership dues.
- Reviewing sponsorship of Reading Roundup, Financial Fitness and The Great American Read.
- Brainstorming future ideas including the FOLIO/OLA conference, March 13-15, 2019.
- Electing new board members: Ricco Wright, Bill Hagen, and Lynne Murname. Welcome!
- Approving 40th Anniversary endowment fundraiser.



WHAT?? TAX RETURNS REQUIRED FOR FRIENDS???

Yes, just as individuals are required to file an annual Income Tax Return, nonprofit organizations are required to file an annual 990 Tax Return. Small tax-exempt organizations with gross receipts of \$50,000 or less may file the 990-N (Postcard) electronically. There is no paper form. If gross receipts are more than \$50,000, the organizations must file Form 990-EZ or Form 990.



Form 990 is due every year by the 15th day of the 5th month after the close of your tax year. If your tax year ended on December 31, 2017, the return is due May 15, 2018. If your tax year ends on June 30, 2018, the return will be due November 15, 2018. You may file the return any time after your tax year ends and when you have all the information you need. If your tax return is overdue, DO IT NOW! Don't wait! Organizations that fail to file the required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. And you DON'T want to do that!

Most Friends groups can file the 990-N (Postcard) and it's simple to do. Type into your computer <https://www.irs.gov/990n> and follow the directions. You will need eight pieces of information:

1. Employer identification number (EIN) also known as Taxpayer Identification Number (TIN)
2. Tax Year (beginning and ending dates)
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site - if you have one
7. Confirmation that the organization's annual gross receipts are normally \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

If you have not completed this bit of business, and your tax year ended December 31, do it now!

AND ANOTHER THING –

The State of Oklahoma requires that all non-profits in Oklahoma who solicit or accept contributions must register with the Oklahoma Secretary of State each year. Registrations are valid for one year from the date of filing and must be renewed each year.

Visit the Oklahoma Secretary of State website at www.sos.ok.gov/charity to download the registration form. The form requires the following information:

- Gross amount of contributions, gifts, grants and other similar amounts received in prior fiscal year.
- Total program service expenses
- Management and general expenses
- Fundraising expenses
- Aggregate amount paid or payable to professional fundraisers and professional fundraising counsel

In addition to the completed and signed registration form, charitable organizations are required to submit the following:

- A Professional fundraiser Information attachment (if applicable)
- A copy of your IRS Form 990 for most recently completed fiscal year
- List of the names, mailing addresses title/position of each officer, each director and each trustee (or equivalent) and each salaried executive employee of your organization
- Registration fee in check or money order and made payable to the Oklahoma Secretary of State
 - \$65 if your anticipate contributions > \$10,000
 - \$15 is you anticipate your contributions will not exceed \$10,000

The entire bill (Senate Bill 1070, amended on July 1, 2011) is available at www.sos.ok.gov/charity.

Friends of Love County Honored at Reception

The Friends of the Love County Library were recently honored at a reception at the library in Marietta along with community guests and members of the Southern Oklahoma Library System (SOLS) board of trustees. The event was following the accolade and recognition to the friends group at the FOLIO luncheon during the spring FOLIO conference in Tulsa on April 24.

Members of the Friends Group of Love County Library support the library in many different ways, including summer reading program and various library events. Most recently, they purchased a sign to be used for the promotion of library activities.

"It was wonderful to have such a great turnout," said Love County Library Branch Manager Niki Powell. "We are always grateful for the support of our friends group."



Pictured left to right are Ron Jacobs, Lisa Hamilton, Lynn McIntosh, Alice Cochran, Niki Powell, Dolores Harvey, Wilma Easley.

News from Around the State

“STEAM” Learning in Tecumseh



Stop Motion Video

The Tecumseh Friends of the Library sponsored a fantastic evening of Science, Technology, Engineering, Arts, and Math, “STEAM,” learning at Cross Timbers 3rd-5th grade elementary school on Monday, April 30. Nearly 200 participants, including both students and parents, were able to take part in a hands-on class of their choice. Classes offered were: Stop Animation Video with Sara McGaha, Scratch Animation coding with Aaron Pence, Lego Robotics with Dr. Chris Hennes, Sewing a Pillowcase with Dana Taylor, Motorized Paper Airplanes with Ira Topp, Painted Rocks with Holly Saunders, and Building a Ruler Pencil Box with Tray Ashcraft. The Friends of the Library provided lemonade and treats for all, and the Pioneer Library System Maker Mobile was on hand to create personalized bookmarks for visitors with their laser cutting machine.



Lego Robotics



Scratch Animation Coding



Motorized Paper Airplanes



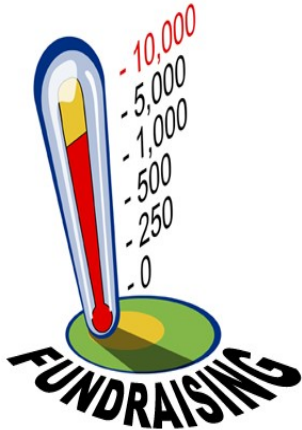
Friends of the Tecumseh Library Ella Mae Galloway, Karen Kinsey, Jane Fleming, and Cherie Trousdale made hundreds of Rice Krispy treats to feed all of the STEAM night participants.

—Beth Lyle, Branch Manager, Tecumseh Public Library

Friends Are Soooo Creative in Raising Money

SOKC Library Raising Money Year 'Round

The Friends of the Southwest Oklahoma City (SOKC) Public Library are actively involved in several scheduled and ongoing fundraising events that are a huge success. The Friends are hosting three *Book Bazaars* that are popular.



The Friends hosted *Library Night at Pub W!* on Monday evenings in February and May. Customers who visited Pub W mentioning library support received a free pretzel. In addition, 10% of their bill goes toward supporting the SOKC Friends of the Library. Pub W has graciously agreed to hold four events for the SOKC Friends in 2018.

The annual Friends of the Library *Indoor Garage Sale* was in April. The Friends received donations, priced items and took this opportunity to recruit new Friends. Overall, the Friends gained new members, renewed memberships and raised \$1,222!

The Friends have also made arrangements to continue an ongoing fundraiser with local business *Save-U-Moore Thrift Store*, a supporter of the SOKC Friends. Customers can donate gently used household and clothing items on behalf of the SOKC Friends. Part of the proceeds from these donations will benefit the Friends. In the last year, they have raised a total of \$300.

—John Grimm, President, SOKC FOL

Round-Up Your Book Purchases

The Friends of the Library, Montgomery County (MD) encourage bibliophiles to “shop at our bookstores in February, round up your purchase to the nearest dollar, and donate the change to FOLMC.” Proceeds benefit Montgomery County Public Libraries. Last year they raised \$1,200 in February. Their goal is to top last year.

Adult Spelling Bee

Adults, age 55 years and over, were invited to participate in FOL, Montgomery County's 8th Annual Senior Spelling Bee, Seasoned Spellers. Pre-registration and a \$25 non-refundable competitor fee were required to participate. The event was free and open to the public to watch. Contestants were encouraged to invite friends and family to cheer them.

HELP GROW YOUR LIBRARY

ELGIN COMMUNITY LIBRARY

Shelf Sponsors Wanted

With a new library three times larger than our current space, we need more bookshelves.

Would you like to sponsor a section of shelving in your family's name?

In memory of a loved one?

Or for your organization?

We will have a donation plaque listing all our sponsors.

\$300 per 3' section

Contact the library via facebook or call 580-492-6650 for more information.

Donations are Greatly Appreciated!

Stilwell Friends Receive Funding

One of the April highlights for the Stilwell Public Library Friends Society included the recognition and money awards that we received from Adair County United Way. United Way gave us a check for \$2,500. We are very grateful for Cherokee Nation and Adair County United Way for their support for our library's Summer Children's Reading Program and for other library programs and needs.



Pictured are Regina McLemore, SPLFS Secretary, Donna Boecher, SPLFS Vice President, Hiram McFarland, Adair County United Way President, and Mark Lea, Adair County United Way Secretary.

Regina McLemore, SPLFS Secretary

Little Libraries Everywhere

These old newsstands are being repainted and repurposed as Little Libraries. Norfolk (VA) Public Library held a contest with over 70 artist submissions for decorating the newsstands.



Watch for Financial Fitness@Your Library series at 20 libraries across the state in 2018-19. FOLIO has received a grant from FINRA Investor Education Foundation and the American Library Association (*Smart investing@your library@ Financial Fitness Series*) to provide financial fitness programs around Oklahoma. The Oklahoma Department of Libraries is a cooperating statewide sponsor.



A 2017 Pew survey shows that 40% of U.S. adults trust information from a local public library or librarians "a lot." Thirty-eight percent of respondents said they trust libraries/librarians "some." Totaling the percentage of respondents who trust a resource "a lot" or "some," 83% trust health care providers, 82% trust family or friends, and 78% trust libraries/librarians. Libraries have the *largest* percentage of the *strongest* feelings of trust. —pewresearch.org

Adaptive Technology Grant

The Friends of the Guthrie Public Library are pleased to announce that they have been awarded a \$15,000 grant from the ONE Gas Foundation, the parent company of Oklahoma Natural Gas. The funds, combined with an additional \$7,000 from the City of Guthrie, BancFirst of Guthrie, and the Friends of the Guthrie Public Library, will be used for a new adaptive technology area inside the library.

With adjustable, wheelchair-accessible workstations and new computers featuring hardware and software for the visually impaired, the adaptive technology area will be one of the first of its kind in the state of Oklahoma.



From L to R: Holly Hall, FOTGPL Board Member, Leroy Alsup, Guthrie City Manager, and Suzette Chang, Library Executive Director, receive a grant from the ONE Gas Foundation presented by Lynda Mobley

NewView Oklahoma, a non-profit organization that seeks to empower blind and vision impaired individuals, has graciously agreed to assist library staff with the implementation of this new technology, ensuring that the Guthrie Public Library can further meet the needs of the over 45,000 Logan County residents that it serves.

Installation will be completed in late 2018 or early 2019, following the completion of upgrades which will make the library building more ADA compliant. This project will be paid for by a USDA grant the library has previously received. The Friends of the Guthrie Public Library are proud to play a part in making Guthrie's library a model for other Oklahoma communities as they seek to better serve their disabled, aging, and vision-impaired residents.

--Holly Hall, Board Member,
Friends of the Guthrie Public Library

"The very existence of libraries affords the best evidence that we may yet have hope for the future of man." -T.S. Eliot



You can assist FOLIO when you shop Amazon online. FOLIO will receive 0.5 percent of eligible sales. Tens of millions of products on AmazonSmile are eligible for donations.

- Simply go to smile.amazon.com when you want to begin shopping.
- Select FOLIO as your charitable organization.
- Shop as you would normally.

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

Your membership dues and donations are the primary source of funds to support FOLIO's mission. New members are always welcome.

Basic dues are as follows:

- \$20 Individual Membership
- \$25 Friends Group Membership
- \$30 Library Membership

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

The FOLIO endowment has grown steadily to provide funds for scholarships and other programs to support FOLIO's mission. We are currently raising funds for a matching grant from Kirkpatrick Family Fund and hope you will make a contribution .

Dues Enclosed: _____

Gift Donation enclosed: _____

Gift to Endowment: _____

Name: _____
(Name of Individual, Friends group, or Library)

Address: _____

City: _____ **Zip:** _____

Email: _____

FOLIO—We are Friends helping Friends!

**Mail to : FOLIO Treasurer
P.O. Box 702585, Tulsa, OK 74170**

Need Help?

Call your FOLIO Ambassador

FOLIO has Outreach Ambassadors who are ready and willing to talk or consult with your Friends' group or your officers. We want to help you be successful and strengthen your library. Let us know how we can assist you.

Ambassadors are available for each quadrant of the State.



Northeast

- Jon and Sharon Douthitt
douthittsharon60@gmail.com

Northwest

- Karen Neurohr
karen.neurohr@okstate.edu

Southeast

- Wayne Hanway
whanway8@gmail.com

Southwest

- Judy Haught
haughtjc@gmail.com
- Carla Garrison
cgarrison@cableone.net

Seed Grants



FOLIO has awarded sixty-two Seed Grants to help get Friends groups started or reinvigorated since 1993.

Seed Grants are awarded on the basis of need and available funds, and applications are accepted at any time. There is no specific deadline.

The application and details are available on the FOLIO website—<http://www.okfriends.net>.

P. O. Box 702585

Tulsa, OK 74170

FOLIO:
Strengthening
Libraries
In
Oklahoma
through
Friends
of
Libraries
Since 1978

The Mission of Library Friends Groups



Q: *The Friends group in my community doesn't have the library as its focus? What should we do?*

A: What do library friends groups do? Some really valuable things that support their library. These include:

- raising money and giving it to the library in support of library needs and programs;
- advocating for better financial support for the library;
- encouraging gifts to the library;
- playing a key role in getting funds for library capital projects, such as new or expanded buildings;
- providing volunteer services to the library; and
- increasing awareness of the library among governing officials and the public.

Please note that every one of these important roles is focused on the library. A library friends group is all about supporting the library and should not be branching off into other directions. Yes, it is important to promote children's books or genealogy

or adult literacy or books by Oklahoma authors, etc., but that is the responsibility of the library and each of those causes is the focus of other separate organizations. The responsibility of a library friends group is to support the library, in any of the various ways mentioned above.

In a book that every library friends group leader and every library director should have (*The Good, the Great, and the Unfriendly*, ALA, 2017, 978-0-8389-1498-4), the authoritative Sally Gardner Reed states that every friends group needs to have a clearly worded statement of its mission, so that everyone understands from the outset what the group is there to do and what it is **not** there to do. The mission statement should be given to every new or prospective friends group member, and it should be regularly reviewed by the leadership to be sure that the group is staying on task and not straying away in other directions.

Does your friends group have a clear mission statement? Has it been agreed on by both friends members, the library administration, and governing authorities? It should be one of your group's most critical documents, right along with the bylaws. If you have one, review it. If not, get busy.

--Wayne Hanway, FOLIO 1st Vice President