

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA, INC.

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FY 2014-2015 REPORT

I. Statutory Authority or Executive Order Creating Organization

Section 257.43, Florida Statutes provides statutory authority for the organization.

II. Mission and Results Obtained

Mission:

The Friends of the State Library and Archives of Florida, Inc. promotes and enhances the programs and services of the Division of Library and Information Services for the benefit of Florida's residents. The Friends support expanding public access to knowledge, cultural heritage and information so that Floridians achieve their personal, educational, and professional needs.

Results Obtained:

On June 27, 2014, the State Library and Archives of Florida hosted a public program to commemorate the 50th anniversary of the Civil Rights Act. *A Civil Rights Retrospective: The Movement Through Photographs*, was a rotating slideshow featuring historic photographs, from 1945 to 1968, held in the Florida Photographic Collection. These striking images document important individuals and highlight critical events from the Civil Rights Movement in Florida.

The event was presented to the public with support from the Friends of the State Library and Archives of Florida Inc. On multiple occasions since 2009, the Friends have hosted the public at State Library and Archives of Florida slideshow events, featuring images from select collections that illuminate significant events and individuals in the state's history. Other slideshows included historic images from the Tallahassee Democrat, from world-famous photographer Joseph Janney Steinmetz, and images focusing on black history in Florida. These events are well attended, helping to educate the public and draw attention to Florida's documentary history. They also help raise awareness of the collections, services and activities provided by Florida's State Library and Archives for the benefit of Florida's residents and visitors.

The Friends received an Online Computer Library Center (OCLC)/WebJunction *Project Compass: Libraries Lead the Workforce for the 21st Century* grant to deliver local workforce recovery workshops to public library staff to increase their knowledge of available resources to handle the service needs of Florida's unemployed and job-seeking residents.

In the spring and early summer of 2011, public libraries in Florida hosted nine workforce recovery workshops, using training modules that emphasized job seekers, small business and entrepreneurs, and financial literacy.

The full-day, face-to-face sessions provided 172 participants from 57 Florida counties with an opportunity to share ideas about how they could provide additional services and resources for job seekers, patrons needing financial literacy information, and entrepreneurs and potential small business owners.

After completing the training, participants also joined online sessions to discuss how they were using what they had learned in the workshops. During the nine sessions in July 2011, 120 participants shared information on the workforce recovery programs being implemented in their libraries.

The Friends were awarded an Access to Justice Mini-Grant from the National Center for State Courts for the project *Legal Resources for Library Patrons*, to improve communication between Florida public libraries and the Florida self-help, legal aid community. The project trained Florida librarians to use floridalawhelp.org and other online legal resources, through in-person seminars and online webinars; and introduced librarians to available, local legal aid resources.

During the summer of 2010 presenters and guest experts offered three face-to-face, three-hour seminars in Florida in: Hillsborough County (Tampa), Leon County (Tallahassee) and Broward County (Ft. Lauderdale). Guest experts represented legal aid organizations, The Florida Bar, Hillsborough and Palm Beach County Law Libraries, and Florida State Courts. Team members also presented the information in a series of two statewide webinars during September 2010.

The *Legal Resources for Library Patrons* seminars reached or involved 108 professionals and 364,940 library patrons.

Since 2009, the Friends, in cooperation with Chief Officers of State Library Agencies, has co-sponsored Florida's representation at the Library of Congress National Book Festival's *Pavilion of States* in Washington, D.C. This annual event celebrates books and brings the joy of reading to hundreds of thousands of people. Representatives distribute educational materials on the history and culture of Florida, as well information on libraries and reading programs in Florida. Event organizers estimated attendance at the 2013 event at more than 200,000.

Beginning in 2007, and annually thereafter, the Friends have supplied and distributed school-age books to educate children on writings about Florida and/or Florida authors. Through Florida's Division of Library and Information Services, the Friends, partnered with the Miami Dolphins Foundation since 2008, have received annual support for the purchase of books and reading incentives for children who participating in Florida's summer reading events at public libraries.

In May 2008, the Friends of the State Library and Archives of Florida donated a microfilm reader/printer to the State Archives of Florida's research room. The previous microfilm reader/printer was outdated and no longer working, and the State Archives needed to provide its patrons with the ability to view its many valuable collections held on microfiche and microfilm.

The Friends purchased and donated a Minolta MS6000, a powerful digital imaging system that allows researchers using microfilm and microfiche to read onscreen and print on paper, and to scan and digitize documents for electronic distribution.

The Friends also support future maintenance, upkeep and repairs of this machine.

In April 2009, The Friends donated a map case to the State Library of Florida's research room to store Florida Geological Survey and census maps. These maps were previously stored in folders, laid across shelves, or stored in map tubes. The new map case now provides the public with easy access to these valuable maps held in the State Library.

In August 2011, the Friends purchased slatwall end panels to replace outdated and nonpractical shelving in the State Library and Archives of Florida's public services access area. The panels allow us to display materials and highlight and promote the valuable resources and collections, and the exceptional programs and services, offered to citizens.

III. Three Year Plan

DRAFT pending approval of the Board of Directors, is as follows:

Friends of the State Library and Archives of Florida Inc. Three-Year Program Plan 2014-2017 (July 1, 2014 – June 30, 2017)

Public Library Development

- Support partnerships and continuing education and training opportunities for Florida's libraries to strengthen and enhance libraries' abilities to provide optimal service to Florida's diverse populations.
- Support programs that prepare public librarians for change and to meet future challenges.
- Support and enhance projects and programs that promote the unique value of Florida's libraries.
 - National organizations
 - Library constituents
 - State agencies
 - Economic development initiatives
 - E-Government projects
 - Florida Library Youth Program
 - Library Directors' Meeting
 - Planning committees and advisory councils
 - National Book Festival

Reading and Literacy

- Support programs that extend literacy, reading and learning to Florida's citizens with an emphasis on activities for children and teens.
- Help support projects and programs that encourage citizens to develop a lifelong love of reading.
 - Statewide Summer Reading Program
 - Miami Dolphins Foundation
 - Library of Congress
 - National Book Festival
 - National Football League
 - Outreach programs

Cultural Heritage and Education

- Support and promote programs that provide online access to digitized materials available from the collections of the State Library and Archives illuminating significant events and individuals in the state's history; help educate about Florida history and culture.
- Support and promote programs that highlight the importance of Florida's vital historical records.
- Support the acquisition and preservation of collections that document women's history and women's issues in Florida.
- Promote and support programs and training that contribute to education and lifelong learning.
 - Outreach
 - Marketing
 - Florida Memory
 - Partnerships
 - American Archives Month
 - National organizations
 - Constituents
 - National Book Festival
 - Florida Library Youth Program
 - Statewide Summer Reading Program
 - Online classroom

Information Resources and Public Records

- Help create more efficient and effective access to information resources by supporting projects designed to make State Library and Archives collections available for public research.
- Support and promote new technologies and services for providing access to information and resources from the State Library and Archives available for the benefit of Florida's residents.
- Support the conservation of Florida's historically significant documents and records, making them available for current and future research.

- Help promote Florida’s records management program to further facilitate the efficient, effective, and economical management of public records.
 - Customer needs
 - Florida Memory Program
 - Outreach programs
 - State agencies
 - Social media initiatives
 - Marketing materials
 - Leadership Program projects

IV. Code of Ethics

The Code of Ethics of Friends of the State Library and Archives of Florida, Inc., pending approval of the Board of Directors, is as follows:

PREAMBLE

(1) It is essential to the proper conduct and operation of Friends of the State Library and Archives of Florida, Inc. (herein “CSO”) that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statutes, requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.

(2) It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Friends of the State Library and Archives of Florida, Inc., board members, officers, and employees in the performance of their official duties.

STANDARDS

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Florida Statutes, to be observed by CSO board members, officers, and employees.

1. Prohibition of Solicitation or Acceptance of Gifts

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

2. Prohibition of Accepting Compensation Given to Influence a Vote

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

3. Salary and Expenses

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

4. Prohibition of Misuse of Position

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

5. Prohibition of Misuse of Privileged Information

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

6. Post-Office/Employment Restrictions

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

7. Prohibition of Employees Holding Office

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

8. Requirements to Abstain From Voting

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a

memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

9. Failure to Observe CSO Code of Ethics

Failure of a CSO board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of State terminating its Agreement with the CSO.

V. Current Federal Internal Revenue Service Return of Organization Exempt from Income Tax form(Form 990)

The Friends of the State Library and Archives of Florida, Inc., for the 2013 tax year, submitted IRS Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990EZ.

The IRS [annual reporting requirement](#) for small exempt organizations with limited gross receipts [requires](#) such organizations to electronically submit Form 990-N (*e-Postcard*) for small organizations, unless they choose to instead file a complete exempt organization return.

Please see attached IRS Form 990-N for 2013 tax year.

Information copy. Do not send to IRS.Form **990-N**Department of the Treasury
Internal Revenue Service**Electronic Notice (e-Postcard)**

for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2013**Open to Public
Inspection****A** For the 2013 calendar year, or tax year beginning 1/1/2013, and ending 12/31/2013.**B** Check if applicable
Terminated, Out of Business
Gross receipts are normally
\$50,000 or less**C** Name of organization: FRIENDS OF THE STATE LIBRARY AND ARCHIVES
OF FLORIDA INC
d/b/a:500 S Bronough Street
Tallahassee, FL, US, 32399**D** Employer
Identification
Number
20-3900938**E** Website:
http://dlis.dos.state.fl.us/friends/**F** Name of Principal Officer: Jennifer Womble500 S Bronough Street
Tallahassee, FL, US, 32399**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This Form 990-N (e-Postcard) was accepted by the IRS on 5/30/2014.