FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

500 South Bronough Street
Tallahassee, FL 32399
850.245.6614
info.florida.gov/about-us/friends

Fiscal Year 2019-2020 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 group supports expanding public access to knowledge, cultural heritage and information so that Floridians achieve their personal, educational and professional goals.

Results Obtained During FY 2018-2019:

Together with the Division of Library and Information Services, the Friends provided enriching activities, educational opportunities for children, and resources to help advance, support and promote the importance of Florida's rich history and culture and the access to excellent library service.

The primary means by which the Friends accomplished the above is in providing support of the Division's presence at the annual Library of Congress National Book Festival. In cooperation with the Chief Officers of State Library Agencies (COSLA), the Friends co-sponsored Florida's representation at the 18th Library of Congress National Book Festival in Washington, D.C. In support of libraries and education, representatives distributed copies of *Ally & Jordi's Adventures Through Florida*, by First Lady Ann Scott, to members of the public who visited Florida's booth. The National Book Festival is an annual literary event highlighting the Library of Congress commitment to reading and literacy, and the Friends group is honored to contribute.

Throughout the year, the Friends made development and appreciation events possible, recognizing staff and other strong supporters for their incredible work and dedication to excellence.

III. Three-Year Plan for FY 2019/2020 – 2021/2022

Friends of the State Library and Archives of Florida Inc.
Three-Year Program Plan 2019-2022 (July 1, 2019 – June 30, 2022)

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
    - Library of Congress
    - National Book Festival
    - 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. 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 positions 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, *Florida Statutes*, 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.

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 2018 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 2018 tax year.

Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ ◆

OMB No. 1545-2085

2018

Open to Public Inspection

A For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31**

B Check if available
- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC**
500 South Bronough Street,
Tallahassee, FL, US, 32399

D Employee Identification Number **20-3900938**

E Website:

F Name of Principal Officer: **Florida Division of Library and Information Services**
500 South Bronough Street,
Tallahassee, FL, US, 32399

Information Copy
Do not send to IRS

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 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 the 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.