

# 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](http://info.florida.gov/about-us/friends)

## Fiscal Year 2022-2023 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 2021-2022

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

The primary means by which the Friends accomplished the above is in providing support to Division staff and programs:

- The Board sponsored two Florida History Day awards on behalf of the State Archives of Florida.
- The Friends provided cold water service to staff working at the State Records Center.

The Friends, along with the Friends of the Museum of Florida History, made the 2021 Sunshine Awards and Employee Appreciation events possible, recognizing staff for their incredible work and dedication to excellence.

Towards fulfillment of the board's goal to raise awareness of the work of the Division and the Friends' role in supporting that work, the Friends sponsored the following affiliated professional organizations' annual conferences in 2021-2022:

- Florida Library Association (May 2022)
  - Preconference on Friends and Foundations

- Conference Poster Session Sponsorship
- Society of Florida Archivists (May 2022)
- Florida Records Management Association (May 2022)
- Florida Association for Media in Education (December 2021)

The board continued to support the Bureau of Archives and Records Management in developing a board-funded research stipend program. The stipend is intended to facilitate research at the State Archives for out-of-town students and researchers who qualify to receive it, thereby expanding access to the many collections maintained by the Bureau and interest in the history of Florida. The first call for applicants is scheduled to go out in the fall of 2022.

The board developed a promotional PowerPoint presentation and is actively working on adding an audio component featuring a brief statement from each board member regarding the importance of the Friends.

Towards fulfillment of the board's goal to develop a fundraising strategy, the board has taken steps to form an ad hoc committee to further review the fundraising opportunities available to them.

Towards the goal of building a general membership in the Friends, membership continued to increase during 2021-2022 as did donations made to the Friends outside of membership fees.

The board continues to distribute brochures as they are able as well as other promotional material, including flyers for the 2022 FRMA conference and brochures for the 2022 Florida Library Association conference.

The board decided to consolidate membership renewal around the fiscal year, sending renewal reminders in advance of June 30 each year.

Division staff continue to provide the board and the membership with update newsletters. These newsletters are then uploaded to the State Library of Florida's state publications collection and are available electronically through the State Library catalog.

Towards the goal of providing financial and administrative support for the services, programs and staff of the Division of Library and Information Services, the board funded the purchase of promotional pens for the Records Management Training Team to distribute at their training events. The board also allotted funds for water and coffee at in-person training events.

### **III. Three-Year Plan for FY 2022-2023 to 2024-2025**

*Friends of the State Library and Archives of Florida Inc.  
Three-Year Program Plan 2022-2025 (July 1, 2022 – June 30, 2025)*

The Board of Directors identified five areas in which to continue concentration of planning efforts in the next three years. The list below is not indicative of the order of address or priority.

- Awareness
- Fundraising

- Membership
- Partnerships
- Staff Support

### **Awareness**

Goal: Raise awareness of the work of the Division of Library and Information Services and the Friends' role in supporting their work.

Objectives:

- Establish annual sponsorships at the following conferences:
  - FLA: The Florida Library Association's annual conference.
  - FAME: The Florida Association for Media in Education's annual conference.
  - SFA: The Society of Florida Archivists annual conference.
  - FRMA: The Florida Records Management Association's annual conference.
- Develop messaging, including an "elevator speech" and a PowerPoint presentation that can be used consistently by Board members.
- Leverage the Division's social media channels to communicate Board & Friends of the State Library and Archives of Florida efforts.
- Develop a publicity campaign in support of the Resource Sharing Platform roll-out.
- Co-sponsor a Friends preconference at a future meeting of the Florida Library Association.
- Develop a research stipend program.

### **Fundraising**

Goal: Develop a fundraising strategy.

Objective:

- Establish an ad hoc committee to explore the fundraising capacity of the Board.

### **Membership**

Goal: Build general membership in the Friends.

Objectives:

- Update Friends brochure.
- Distribute Friends brochures at appropriate venues, including the following conferences:
  - FLA: The Florida Library Association's annual conference.
  - FAME: The Florida Association for Media in Education's annual conference.
  - SFA: The Society of Florida Archivists annual conference.
  - FRMA: The Florida Records Management Association's annual conference.
- Develop a plan for systematically communicating with members.
- Include information on Friends membership in various Division printed products, such as the annual Florida Memory calendar.

- Distribute Friends brochures at all in-person training and other events conducted by Division staff.
- Increase membership by 50% in each year of the plan, excluding board and Division staff members.

### **Partnerships**

Goal: Build partnerships with external groups, including other Florida Friends groups, libraries, archives, cultural heritage organizations, and the private sector as appropriate.

Objectives:

- Sponsor two prizes for the Florida History Day Award competition held annually in May.
- Fund the purchase of books and summer library program materials for distribution at Florida's booth at the National Book Festival held in Washington, DC annually in September.
- Invite a representative of a local library Friends group to Board meetings as appropriate.
- Develop a plan for engaging and developing relationships (e.g., liaison program) with potential partners. Potential partners include:
  - FLA: The Florida Library Association's annual conference.
  - FAME: The Florida Association for Media in Education's annual conference.
  - SFA: The Society of Florida Archivists annual conference.
  - FRMA: The Florida Records Management Association's annual conference.
- Develop parameters for working with private sector partners.
- Identify potential corporate partners and develop a strategy for engaging with them.
- Explore funding opportunities with Library Foundations.
- Explore the potential for partnering with Florida Museums.

### **Staff Support**

Goal: Provide financial and administrative support for the services, programs and staff of the Division of Library and Information Services.

Objectives:

- Annually fund the supply of coffee and bottled water at various training sessions provided by Division staff.
- Annually fund water for staff at the State Records Center.
- Meet annually with Division staff to provide opportunities for them to give updates and propose ideas for additional ways the Board can support staff efforts and initiatives.
- Incorporate staff input into the agenda of quarterly Board meetings.
- Contribute to two Department-wide employee recognition events per fiscal year.

## **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 2021 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 2021 tax year.

Department of the Treasury  
Internal Revenue Service

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

2021

Open to Public Inspection

A For the 2021 Calendar year, or tax year beginning 2021-01-01 and ending 2021-12-31

## 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 INC500 South Bronough Street,  
Tallahassee, FL, US, 32399D Employee Identification  
Number 20-3900938

## E Website:

F Name of Principal Officer: Florida Division of Library and  
Information Services500 South 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 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.