



# Empire Friends

News and Notes from the Library Friends Roundtable of the New York Library Association

Issue No. 56 ❀ Spring 2014

## Annual Reports: Tell Your Story!

by Lisa C. Wemett

Whenever I get together with my friends who are involved in their Friends of the Library groups, inevitably the topic of book sales comes up. "At our spring sale, we made \$5,000 in three days." "Our lobby sale brings in nearly \$1,000 every month." "We just set up a large collection of paperbacks at our farmers' market and took in \$200 last week." It isn't one-upmanship; it's just Friends talking shop. But are we the only people that care about these statistics?

Gather a group of trustees or library directors together and what do you hear? "Our library has the highest circulation of e-books in the county." "Last year, our library moved up to #3 in terms of our total materials budget compared to other libraries in our system." "We have 35 active volunteers at our library: we couldn't get along without their help." Again, "statistics" that tell a story and put the efforts of the library in context for their colleagues.

Public and association libraries complete an annual report each year for the Division of Library Development. It gives details on the library's circulation, number of patrons, program offerings and audience, funds received and spent, and other vital measures of library activities. Although Friends groups are not required to write annual reports, a regular accounting of group activities can tell your story to a wide audience in your community. Whether it's the library's Board of Trustees, a potential sponsor for your summer reading club, or your neighbor, the people reading the report can draw conclusions on your volunteers' accomplishments. An annual report can be a recruitment tool for new volunteers: "Look what they do! I think I'd like to work with them."

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## Empire Friends Roundtable 2014 Daniel W. Casey Library Advocacy Award Call for Nominations

Given annually, the Daniel W. Casey Library Advocacy Award, sponsored by the Empire Friends since 1993, honors a volunteer member or a group of the library community whose efforts have contributed to the growth of libraries or Friends of the Library organizations.

The nomination form is available at [www.nyla.org/friends](http://www.nyla.org/friends) on the "Awards and Scholarships" page. The deadline for submission of nominations for this prestigious award is July 1, 2014.

This year's award recipient will be announced at EFR's annual meeting at the NYLA Annual Conference in Saratoga Springs on November 7, 2014.

Nominations must include all relevant information (nominee and sponsor contact information including mailing addresses, telephone numbers, and e-mail addresses). Describe the contribution of the group or individual nominee to library service in detail, i.e., positions held, years of service, accomplishments, successful fund-raisers, etc.

Please submit the nomination form and all supporting materials (clippings of press releases, promotional materials, etc.) electronically to [bsywetz@yahoo.com](mailto:bsywetz@yahoo.com) or by mail to Betsy Sywetz, P.O. Box 957, Richfield Springs, NY 13439. These materials will not be returned.

For further information please contact Betsy Sywetz at [bsywetz@yahoo.com](mailto:bsywetz@yahoo.com) or call 315-858-4321.

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The mission of the Empire Friends Roundtable is to promote and inspire local Friends groups in libraries of all types for the betterment of New York State's library community.

## From the Desk of Our President, Randy Enos

"Are we there yet?" is a question that might be on your mind as EFR travels down the road from being a roundtable to becoming a NYLA section. We have been talking about this sojourn for some time, so it seems like we should be at our destination by now and we almost are.

To insure a smooth transition to section-hood, the EFR Board is working towards being section-like so that we'll be ready to roll after the vote is taken during the NYLA Membership meeting at the NYLA Annual Conference in November. Plan now to be in Saratoga Springs to participate in this important vote.

EFR Board activities include revising the EFR bylaws to look more like those of a section than a roundtable. Thanks to all who voted on the bylaws changes earlier this year. Sixty percent of the members returned ballots which is an excellent percentage and the support for the change was close to unanimous. The revised bylaws have now gone to the NYLA Council for acceptance. We're getting there.

EFR is already beginning to function in some aspects like a section. When new members join NYLA or current members renew, EFR is now an option for folks to join as a Section. This is how EFR will operate between now and the vote at the annual

membership meeting. We're getting there.

Be part of the transition! Think about submitting an idea for the name of the new section. See the contest rules on page 7. Any name change won't take place for some months, but we're getting there, step by step.

In the last Empire Friends Newsletter you may have noticed an article about Literacy Landmarks™ in New York State by the Director of the Empire State Center for the Book, Rocco Staino. In 1998, EFR became involved with the Center for the Book as a sponsor of a Literary Landmark™ in New York City. Once again, EFR plans to partner with the Center for the Book and two additional groups, the Youth Services Section and the Section of School Librarians of NYLA, to sponsor additional Literary Landmarks™ in conjunction with NYLA's 125<sup>th</sup> Anniversary Conference in Lake Placid next year. Two locations are being considered. One is the Almanzo Wilder Homestead, where Laura Ingalls Wilder's husband spent his boyhood, in Burke, NY. The second is the Robert Louis Stevenson Cottage and Museum in Saranac Lake, where the author of *Treasure Island* spent several months. Look for more information about this wonderful opportunity to celebrate New York's rich literary history in the coming months.

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### Time to Start Planning for National Friends of Libraries Week October 19-25, 2014

by Marie Orlando

National Friends of Libraries Week, an initiative of ALA affiliate United for Libraries, offers Friends groups across the country a great opportunity to focus attention of the wonderful work they do for their libraries. Since 2006 this campaign has inspired local Friends organizations to plan special events to celebrate their contributions and to promote membership and active participation. It is a targeted time not only to garner recognition but also to spur the community on to joining in the effort to support and advocate for their local library. United for Libraries offers support for Friends groups in their efforts to celebrate National Friends of Libraries Week. Visit their website at [www.ala.org/united/events\\_conferences/folweek](http://www.ala.org/united/events_conferences/folweek).

Right here in New York, Friends groups have a long history of successful National Friends of Libraries Week promotions.

❁ Friends of the Brighton Memorial Library spearheaded their fall membership campaign in 2010 by staffing a membership table at the library, complete with an attractive, eye-catching display, which garnered twenty-six new members that week. They also got their town board to adopt a resolution praising the Brighton Friends, which was read aloud at a town board meeting.

❁ Friends of the Gloversville Public Library have started a

### Friends and Foundations Roundtable



In April, the Pioneer Library System hosted a Friends and Foundations Roundtable for nearly 50 volunteers, staff, and trustees from four counties. Maria Bucci, Development Specialist at Wood Library in Canandaigua, spoke on "Building Fund-raising Capacity," including the library's recent capital campaign, annual fund drives, and special events. Participants eagerly shared their own successes and raised questions on how Friends can assist libraries to make fund-raising a priority.

Photo by Susan Swanton

tradition to donate a gift basket to the first baby born during National Friends of Libraries Week. They also raffle picture books and sponsor special events during that week.

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**Friends Day at the  
New York Library Association  
Annual Conference:  
“Open Libraries, Open Minds”**



Friday, November 7, 2014  
Saratoga Hilton and City Center, Saratoga Springs, NY

NYLA's Annual Conference each fall provides a time for all of us who love libraries to come together to share ideas on how best to sustain and nurture them. Friends groups support our library staff members, patrons, and ultimately, the community by helping new ideas, programs, and services come to fruition.

New in 2014: EFR and the Library Trustees Association are offering two sessions on library finances on Saturday morning, November 8. Please consider registering for the full conference so you can enjoy both days of these valuable continuing education sessions. Come and support your fellow Friends and library trustees as they share their ideas and best practices, ones that we know you'll want to implement back home.

The early bird registration is just \$20 for a special one-day admission to the conference for the following NYLA member types: personal members at the Friend level and individuals belonging to an organizational member Friends Group including the primary contact for the group (voting member) and the elected officers of that Friends Group who have been registered as non-voting members of NYLA. The conference registration entitles participants to an entire day of workshops sponsored by EFR and the other Sections and Roundtables of NYLA plus a great trade show of library-related vendors. (In mid-summer, the rate rises to \$25 for the day.)

An additional single day registration is \$20. But if you are planning to attend for more than two days, NYLA is offering a Package Plan registration rate for NYLA/EFR members (same membership requirements as stated above). The early bird rate will be \$175. The package includes attendance Thursday through Saturday plus tickets to luncheons on Thursday and Friday, a breakfast on Saturday, the scholarship event on Thursday evening, and the inaugural banquet on Friday night.

If you do not wish to attend these extra events, there is a Full Conference registration rate covering all non-ticketed programs scheduled from Thursday through Saturday, the trade show on Thursday and Friday, and a ticket to the inaugural banquet for only \$40 for early bird and \$50 advance. You may purchase a ticket to any of the Friday luncheons for \$35. NYLA offers these same deeply discounted registration rates for their members registered as students, trustees, and retirees.

All registrations must be submitted online; check the early bird and advance cut-off dates and fees at [www.nyla.org](http://www.nyla.org). You must have a NYLA login and password in order to receive these member benefits. Please contact Lois Powell, Director of Membership Services and Conference Registrar, by telephone for assistance in registering if you are paying by organizational check, need to be invoiced, or are joining as a new NYLA member in order to attend the conference: (800) 252-6952, ext. 104 or (518) 432-6952. NYLA does not take credit card payments over the telephone.

Check out our new quick link to the  
Empire Friends Roundtable web site:  
[www.nyla.org/friends](http://www.nyla.org/friends)

**Friends Day Schedule  
at a Glance  
Friday, November 7, 2014**

**9:45 a.m. — 10:45 a.m.**  
**Exclusive NYLA Trade Show Time**  
Visit the exhibits in the convention hall.  
Trade Show is open from 9:00 - Noon

**11 a.m. — 12:15 p.m.**  
**Walk Your Precinct and Activate  
Your Library Advocates**

**12:30 p.m.**  
Special Event (tickets \$35\*; requires pre-registration)  
**Empire Friends Luncheon** in the Triple Crown Room at Jacob & Anthony's American Grille  
(\*included in Conference Package Plan)

**2:15 - 3:30 p.m.**  
**Get By With a Little Legal Help for  
Your Friends**

**3:45 - 5 p.m.**  
**Friends-Operated Bookstores**  
EFR's annual membership meeting, including the announcement of the Dan Casey Award winner and election of officers for 2014-15, will begin the session, followed immediately by the program.

**EFR Programs continue on  
Saturday, November 8, 2014  
in collaboration with LTA**

**9:30 - 10:45 a.m.**  
**Fund-raising with Annual Appeals**

**11 a.m. - 12:15 p.m.**  
**Library Foundations and  
Endowments**



## Empire Friends Day Programs - Friday, November 7, 2014 at the Saratoga Hilton and City Center, Saratoga Springs

The NYLA Conference Registration Area is located in the lower lobby of the Saratoga Hilton, adjacent to City Center. If you have already pre-registered, your conference badge and program booklet will be ready for pick-up starting at 7 a.m. Won't know until the last minute if you can attend? That's OK: walk-ins are welcome to register on-site any time during the day. Showing your conference badge provides admission to the trade show and all program sessions. See [www.nyla.org](http://www.nyla.org) for registration information, directions and parking suggestions, a full conference brochure, lodging options, and further details on additional programs you may attend. Online registration ends October 10.

### 9:45 - 10:45 a.m. Exclusive Trade Show Time

Visit the exhibits in the convention hall. Stop by the Empire Friends Roundtable booth to buy a raffle ticket and meet your fellow Friends members.

The Trade Show ends at 12 noon. You may have lunch on your own, attend one of the NYLA luncheons with featured speakers, or consider joining the "lunch bunch" at our Empire Friends Luncheon (see below). Pre-registration is required for all luncheons by October 10. (Your choice of luncheons is included in the Conference Registration Package Plan.)

### 11:00 a.m. - 12:15 p.m. Program Slot #4 Walk Your Precinct and Activate Your Library

**Advocates**, sponsored by the Public Libraries Section and co-sponsored by Empire Friends

Are you looking for new ways to engage advocates for your library? John Chrastka from EveryLibrary will explore innovative options to energize, focus, and improve your library advocacy efforts with proven techniques used in political campaigns.

### 12:30 - 2 p.m. Empire Friends Luncheon

*This is a ticketed event requiring pre-registration through NYLA.* Please join in some friendly conversation and face-to-face networking with other friendly colleagues at this social luncheon.



This special event is hosted by the EFR Executive Board. Open to all NYLA attendees, especially any representatives of Friends of the

Library groups participating in "Friends Day." This luncheon features a served lunch, with a soup or salad starter, one choice from a selection of entrees, and non-alcoholic beverages. It will be held in the Triple Crown Room at Jacob & Anthony's American Grille, 38 High Rock Avenue, located next to the Hampton Inn & Suites (one block from the Saratoga Hilton). Tickets are \$35 per person. See the Fall Conference registration form for details at [www.nyla.org](http://www.nyla.org).

EFR Board, L - R: Randy Enos, Sue Swanton, Terry Mulee, Marcia Elwitt, Lisa Wemett, and NYLA Councilor Rebekkah Smith Aldrich

### 2:15 - 3:30 p.m. Program Slot #5 Get By With a Little Legal Help for Your Friends

What legal issues most concern your Friends group? The Pro Bono Partnership, Inc. provides free legal service to nonprofit groups in New York, New Jersey, and Connecticut. Their tag line is "Volunteer Attorneys Strengthening Nonprofits and Our Communities." Bring your questions on general matters for 501(c)(3) organizations such as sales tax, ballot initiatives, incorporation, fund-raising, and fiscal reporting requirements. Speaker: Maurice K. Segall, Esq., director of the New York program of the Pro Bono Partnership, [www.probonopartner.org](http://www.probonopartner.org).



### 3:45 - 5:00 p.m. Program Slot #6 Friends-Operated Bookstores

Join EFR for a short annual membership meeting, including elections and the announcement of the Dan Casey Library Advocacy Award honoring volunteers who have contributed to the growth of libraries or Friends organizations in New York State. Our program will follow immediately. Our panel discussion will concentrate on "brick and mortar" bookstores run by volunteers to raise funds to support their libraries' extra needs. Bonnie Shannon, Book Sales Chair for The Friends of the Kinderhook Memorial Library, will discuss the Friends decision to open a storefront operation in 2013 after many years of



successful booksales. Bonnie will cover their considerations, the planning process, and cautionary tips in the start-up of a new store. The Friends of Middletown Thrall Library support the public library situated in the renovated Erie Railroad Station in the heart of downtown. Their used bookstore is located in the former freight house just steps from the library's entrance. Run completely by volunteers, the operation offers

donated materials for sale three days a week, earning significant revenue to support the library's collections and equipment needs. Bruce Swenson, Bookstore Manager and Vice President of The Friends of Middletown Thrall Library, will share their history and the resounding success of their business.



## Saturday, November 8, 2014 Joint Offerings by the Empire Friends and the Library Trustees Association



Both volunteers for Friends of the Library groups and community members who serve on the library's Board of Trustees have much in common in helping libraries survive and thrive. The following two programs highlight the importance of fund-raising, having a steady commitment to build an endowment for the library, and how foundations can assist libraries in reaching their long-term goals and objectives with resources that can provide a constant funding stream over time. Together Friends and trustees can become strong allies and advocates for our libraries as they work toward the common goals of financial stability and sustainability. Each program topic is independent; please feel free to attend one or both.

### 9:30 - 10:45 a.m. Program Slot #7 Fund-raising with Annual Appeals

Yearly campaigns that directly solicit funds from the community are a vital part of a library's financial plan to supplement public funding. Friends groups working alongside the Board of Trustees and staff administrators can reap benefits for all involved. Hear from an association library that is one of the least funded libraries in New York State and a public library that raised \$32,000 in their 2013 annual appeal. Speakers: Leah LeFera, Library Director, Canajoharie Library and Arkell Museum; Kathy Naftaly, Director, and Lynn Shanks, Development Director, Crandall Public Library, Glens Falls.



Leah LeFera



Kathy Naftaly



Lynn Shanks

### 11 a.m. - 12:15 p.m. Program Slot #8 Library Foundations and Endowments

Foundations can assist libraries in reaching their long-term goals and objectives with resources that can provide a constant funding stream over time. Separate organizations with their own boards of trustees, foundations establish endowments and manage large contributions and bequests. Growing funds, managing investments, and marketing the endowment to donors are all crucial for long-term success. The Fairport Library Foundation, established in 2007, is a 501(c)(3) that manages its own funds and has faced several challenges in its efforts to raise money to help renovate the library. The Troy Public Library Foundation is a nonprofit incorporated in 1991 to solicit bequests and gifts to support the library. Troy has recently begun using the services of a regional Community Foundation to manage and grow their endowment. Speakers: Suzanne Stockman, Fairport Library Foundation; Mary Muller, The Troy Public Library Foundation.



Suzanne Stockman

### Library Trustees Association and Friends by Lisa C. Wemett with Tim Gavin

If you volunteer with your library's Friends group, you know it is a labor of love. This can also be said of trustees on the library's governing board. The Library Trustees Association (LTA) has been the statewide organization for public library trustees since 1949. Chartered by the NYS Board of Regents, LTA has had several name changes, but its mission to educate, represent, and advocate for library and library system trustees has remained steady.

LTA's membership fees are based on a library's capital budget. Member trustees have access to educational webinars, electronic resources, a quarterly online newsletter, and members-only resources. The elected officers of a library's Friends group and library staff of an LTA member library may tap into some of the Association's members-only interactive resources, services, and discounts.

LTA's expansive database of New York library policies (more than 3,000 items) gives your library samples to use as models and "best practices" to consider when formulating administrative strategies to serve your community. LTA offers an online discussion group (listserv), a blog, and monthly e-mail blasts of timely information. Presentations from the annual Trustees Institute are also archived. Visit [www.librarytrustees.org](http://www.librarytrustees.org) to see what is available.

The LTA Trustees Institute moves around NYS, hosted by several local library systems. This two-day continuing education program encourages networking between library trustees from all regions of NYS. In conjunction with the Institute each year, LTA sponsors a regional award for a volunteer in a Friends group from the hosting library systems that acknowledges that individual's extraordinary service as a Friend. The "Outstanding Friends Award" recognizes the person's dedication and contribution to help make libraries an active and essential force in the community. For further information, contact LTA Association Manager Tim Gavin at (518) 884-9505 or [tgavin@librarytrustees.org](mailto:tgavin@librarytrustees.org).

## Time to Start Planning for National Friends of Libraries Week

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❁ In 2012 Friends of the Kinderhook Memorial Library had six different bookmarks designed with quotes about reading and libraries and asked library staff to distribute a new one to patrons each day during National Week. In 2013 they offered a special discount at their bookstore that week. For 2014 they plan to do a mass mailing to all residents in the library's service area, urging recipients to join the Friends.

Here are some other ideas your group might implement:

- ❁ Hold a reception or open house at the library for area groups and community leaders and present certificates of appreciation from the Friends to area legislative representatives, the village mayor, dedicated volunteers, etc.
- ❁ Conduct a Friends membership campaign with special incentives for joining or renewing during NFOLW. Incentives could include a coffee mug, gift certificate to a local business, the Friends book store, or upcoming book sale, or a raffle just for new members
- ❁ Have local officials do a proclamation recognizing NFOLW and the special contributions of the library Friends group (see a sample from the Gates Public Library following this article)
- ❁ Make a scrapbook of the Friends of the Library history and have it on display at the library during NFOLW
- ❁ Mount a photo display of Friends activities or another display like "Hats Off to Friends!" with lots of millinery finery to support the theme
- ❁ Use the NFOLW occasion to spread the word about donor opportunities such as memorials, estate bequests, etc. and ask for "gifts" in celebration
- ❁ Request your library and your library system to feature NFOLW on their webpage.

The ALA store offers some products featuring the slogan "Friend Your Library" which would be appropriate for National Friends of Libraries Week. Go to [www.alastore.ala.org](http://www.alastore.ala.org) and enter friends in the Quick Search box to find buttons, posters, and bookmarks with this theme.

The possibilities are endless. Go for it!

The following is the text from the 2011 NFOLW Proclamation signed by Mark Assini, Town Supervisor, Gates, New York:

### PROCLAMATION

§ Whereas the New York State Legislature has designated October 16 -22, 2011 as Friends of Libraries Week in the State of New York, and

§ Whereas Friends of Libraries USA initiated National Friends of Libraries Week in 2006, and this is the 5th year that New York State has participated in this recognition of all the good work that volunteers and library supporters do for their libraries, and

§ Whereas, the Friends of Gates Public Library, reactivated in 1986, have celebrated 25 years of service to Gates Public Library and library users, raising money through book sales and copier management to provide funding for library equipment and programs and through staffing volunteer services such as the library's service to Gates shut-ins, thus enabling Gates Public Library to move from being a good library to becoming a great library

§ Whereas, the gift of time and commitment to libraries by Friends groups sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our communities, and

§ Whereas, the proclaiming of Friends of Libraries Week in the Town of Gates will provide a positive example and influence to encourage Gates residents to join the Friends of Gates Public Library,

§ Therefore the Gates Town Board wishes to express their great appreciation for all that the Friends of Gates Public Library have done these past 25 years and for Friends groups across this great country of ours by declaring the week of October 16-22, 2011 as "Friends of Libraries Week" in the Town of Gates.

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### Downton After Dark



With the popularity of the PBS hit "Downton Abbey," even the smallest library can sponsor a creative after-hours event tied to the series. The Friends of the Rush Public Library held "Downton After Dark" in March. More than twenty attendees "dressed to the nines" as their favorite characters. "Mocktini" punch was served along with savory and sweet treats presented on silver trays by youthful volunteers. Attendees paid a token \$5 to cover costs. A scavenger hunt encouraged everyone to find Downton Abbey pictures hidden throughout the library. Goodie bags for ladies and gentlemen were given to each participant. For more information, contact Kirsten Flass, Library Director, Rush Public Library at [kflass@libraryweb.org](mailto:kflass@libraryweb.org).

Photos by Elena Rey-Kautz, Rush Public Library



## Name Game!

"Tony, Tony Bo-Bony, Bonana Fanna Fo-Fony. . . ." Remember that?

With EFR's change to a Section, it is time for a new name and we thought we would ask folks for some ideas. Our current name is officially "Empire Friends: The Library Friends of New York State." (Yup, that's in our by-laws.) It's a bit of a mouthful, wouldn't you agree? So we have been going by "Empire Friends Roundtable" for some time or EFR for short.

But the time has come to order a new banner, a new Dan Casey Award plaque, letterhead, and probably some other things we haven't thought about yet. Which begs the question: what are we going to call ourselves after November 2014?

Won't you help us out? We are holding a contest to select our new name (which hopefully will have a catchy acronym when we use its initials). The person who submits the new name selected by the EFR Executive Board will receive a year's membership in EFR.

Here are a few "rules": Required words in the new name would be Empire; Friends; Section. You select the order of the words. You may mix in any of these other words: New York; Libraries; State. The order of the words will be up to you and should you think of another "optional" word that will work, we are willing to entertain your suggestion. And anyone, NYLA member or not, Friend, friend, neighbor, or relative, can play this "Name Game."

Several names of Sections of NYLA lead off with "Section," such

as SSL (Section of School Librarians) and SMART (Section on the Management of Resources and Technology - notice they hedged a bit there and used the first two letters of Management.) NYLA's newest Section, LAMS (Leadership and Management Section), led to a cute acronym and plush lambs as mascots (think Serta mattresses). SMART hands out Smarties® candy rolls left and right! Friends of Connecticut Libraries (the CT equivalent of EFR) is FOCL (say "focal.") Here are two ideas we came up with, beyond "Empire Friends Section":

✿ ELFS - Empire Library Friends Section (Yes, we know this is the improper plural of "elf." But LAMS isn't LAMBS. Could we have "Elf on a Shelf" as our mascot?)

✿ SELF - Section of Empire Library Friends

Yes, you can submit one of the ideas above as your "own" - you'll at least get in the drawing for a free membership! (No, EFR Board members, you cannot enter the contest; that's a slight conflict of interest.) All you "Words with Friends" folks: get on this! Pretend you have a rack of letters just begging to become a new name for the friendliest bunch of hard-working volunteers you'll ever know!

The Executive Board will take all submissions until Friday, August 1 and will make their decision at the summer EFR Board meeting that month. In case of duplicate entries, the names of those who submitted the same Section name will be placed in a drawing for the free membership. Don't delay; send in your idea today to: Terry Mulee, Second Vice President for membership, at [EmpireFriendsRoundtable@frontier.com](mailto:EmpireFriendsRoundtable@frontier.com). Thanks for your ideas! And good luck!!

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## Annual Reports: Tell Your Story!

✿ continued from page 1 ✿

Start by gathering some information on last year: what did your group buy for the library? What community events did the Friends participate in? Outside of the book sales, what were some of your large scale projects? How else did you raise funds? Was it a banner year for attendance at programs your group paid for? Make a list, determine what library staff member or Friends officer keeps that information, and then go after those numbers. Review your treasurer's reports for the lobby sale income: what is your monthly revenue on average? Did you buy two computers to increase the number offered to patrons? How many new members joined the Friends during the book sale's "preview night"? Do you have photographs to include? You could even use a bar graph or pie chart to give the statistics visually (e.g., revenue from the past four book sales).

Once written, distribute your annual report at the Friends' annual meeting. Shout out your good works! Post the report on the library's web page and on the lobby bulletin board. Have copies near the circulation desk or send them home with the children as they leave story time. Print it in the local newspaper. Some

libraries mail an annual report to the entire community or include it as an insert in the weekly advertising circular. Ask the library director if the Friends could have a page in that publication. If your library sends an annual fund-raising appeal letter, put the Friends report in the envelope, too. Don't forget to put the library's name, address, phone number, and contact person for joining the Friends: give the reader a way to act on the information you are providing. Checks of support might come your way (dues or a donation) or you could hear from an enthusiastic volunteer to serve on a Friends committee.

Annual reports are not in the category of holiday letters touting the exploits of the grandkids. They are a report card and the history of your group, an archive of your accomplishments. Reading them over several years, you can see the growth of a group that is healthy and strong. When they are written well, even your Friends officers will exclaim, "We did all that?"

### Museum Passes

LibraryInsight

Is Your Library Offering  
Museum Passes?  
We can show you how

[www.LibraryInsight.com](http://www.LibraryInsight.com)

978-808-1089

## Good Ideas From All Over

by Phyllis Kitt

Rochester, NY: The Rochester Central Library recently hosted an event titled "The Human Library." This idea originated in Denmark, designed to promote dialogue, reduce prejudices, and encourage understanding of people who are "different." The speaker was an immigrant who grew up in apartheid-era South Africa as a white woman. With the fascinating story she had to tell, she is considered in this context as a "Human Book."

This sounds like an ideal event for Friends groups to consider. The number of immigrants and refugees is growing daily in the United States so a guest speaker should not be hard to find. Check with your local Immigration Services Office. For more information, see <http://humanlibrary.org>.

A Rochester literacy tutor of immigrants tells of this little incident: Her eight-year-old student from Bhutan was learning English rapidly and loved books. One day, she took him to a library for the first time to get a library card application for his mother to sign. He walked in, looked at the shelves and shelves of books, and stopped in his tracks. "Do you mean," he said in wonder, "that I can take one of these books home if I just promise to return it?" This is what we take so much for granted.

## Phyllis' Thought for Spring:

"If you have a garden and a library, you have everything you need." Cicero



Carol Heininger Wahl Memorial Children's Literary Garden at the Brighton Memorial Library

## New and Renewing Members

The listing of new and renewing members of EFR will now be posted on our website. EFR has a very good problem. Our membership is growing and now we don't have enough room in our newsletter to include this information. Please visit [www.nyla.org/friends](http://www.nyla.org/friends) to see this list along with other valuable information about Empire Friends.

### Empire Friends Roundtable Board Contact Information:

Randall Enos, President, 845-243-3747, ext. 240 [renos@rcls.org](mailto:renos@rcls.org)  
Lisa Wemett, Vice President, Conference Programmer, 315-986-3949 [lisawemett@frontiernet.net](mailto:lisawemett@frontiernet.net)  
Terry Mulee, 2<sup>nd</sup> V. P. (Membership), 585-328-6658 [EmpireFriendsRoundtable@frontier.com](mailto:EmpireFriendsRoundtable@frontier.com)  
Betsy Sywetz, Secretary, 315-858-4321 [bsywetz@yahoo.com](mailto:bsywetz@yahoo.com)  
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Call or write to us anytime. To visit the Empire Friends website, go to [www.NYLA.org/friends](http://www.NYLA.org/friends)

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## Empire Friends Membership Registration

Use this form or join/renew online at [www.NYLA.org](http://www.NYLA.org)

Name of Friends Group or Individual \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please include me on the EFR listserv.

Individual Membership at the Friend rate (\$30) includes all NYLA benefits and Empire Friends as your primary section

Organizational Membership at the Library Friends Group rate (\$50) includes all NYLA benefits for the designated primary contact person who will vote on behalf of the organization, Empire Friends as the primary section, and a **NEW benefit for organizational members** entitles the elected officers of a Friends group to become non-voting members of NYLA and receive the bi-monthly e-Bulletin, NYLA News You Can Use, NYLA Legislative Alerts, and reduced registration for the NYLA Annual Conference.

Please add Empire Friends to my existing NYLA membership:  individual (\$7.00)  organizational (\$7.00)

Amount enclosed \$ \_\_\_\_\_ Number of members in Friends Group \_\_\_\_\_

Make check payable to NYLA (indicate Empire Friends on your check) and send it along with this form. Organizational members, please register your officers by downloading the Friends Group Elected Officers form and mail all items to: New York Library Association, 6021 State Farm Road, Guilderland, NY 12084