Boot Camp 2013 was held April 20 at the Gray Conference Center at the University of Hartford.

After morning refreshments, the almost 100 participants split off into one of three sessions: A Chat with the FOCL Webmaster; Advocacy: Do’s and Don’ts; and Roles and Responsibilities of Friends, Library Boards and Library Directors.

Following the breakout sessions, a Fundraising Exposition of ideas beyond the used book sale was held.

Friends, Staff, Trustees Must Balance Their Roles

It can be a delicate balance, that relationship among Friends, librarians and trustees. And like most successful relationships it relies on open communication and an understanding of the differing roles that each group plays in providing library services.

In 2012 FOCL joined with the Connecticut Library Association, the Association of Connecticut Library Boards and the Connecticut State Library to update the document “Working Together,” the staple of the resources and advice that we offer the library community. Along with revising this important document, we developed a

(Continued on page 6)
Friends groups have found creative ways to earn money for their libraries by ways other than used book sales.

Durham Public Library hosts a Taste of Durham – even though they have to invite restaurants from Middletown to augment the number in town.

The Beacon Falls Library hosts a Scrabble Tournament – which not only raises money but gets some local politicians into the library to see many voters who support it.

And several libraries in the state have invited a company called Library Mini Golf in to set up a miniature golf course among the bookshelves for a day.

These and many other success stories were shared Saturday, April 20, at the Boot Camp. Some events require a lot of active volunteers willing to commit time. Others can be done more easily.

The Friends at Durham has been organizing their always sold-out, adults-only Taste event for nine years. They took it over from another group, which had run it for eight years.

The Taste is held the first Saturday in February, which they find to be a good time because of a dearth of other activities. No matter what the weather, the event goes on.

Twenty or more area restaurants donate food and wine for 350 ticket-holders. Three wine/beer tickets are included in the (Continued on page 3)
**Fundraising, continued**

(Continued from page 2)

$30 admission to the Taste, held in the library.

They estimate it cost $2,000-$2,500 to run and takes 250-300 volunteer hours. This year they made about $8,000.

The Scrabble Challenge – Letters for Our Library – made $2,538 for Beacon Falls in 2012. The event includes a light supper and a raffle. Teams of four or five pay $100 to enter, extra if they want extra letters or tips.

Challenges have been held for five years, with nine of the 14 teams playing this year returning from the previous year. The Scrabble games are borrowed from a Literacy Advocacy group.

The miniature golf company has set up in 48 New England libraries, including those in Trumbull, Westport, New Canaan and Fairfield. The company charges $2,495 for a one-day event and says most fundraisers make $10,000-$15,000.

Groups usually charge $5 for each person, $15 per family to play.

“‘The key is don’t pay for anything else,’” said Rick Bolton, a Mini Golf representative. “A local business, in exchange for sponsorship, will pay for everything.”

One gas company sponsored an entire tournament, much the way a company might sponsor a regular golf tournament, he said.

Some libraries stay open during the mini-golf games, Bolton said.

Friends of the Guilford Library make extra money selling in-demand donated books on Amazon. Their profits went from $4,309 in 2007 to $5,000 in 2012.

“The more time you spend, the more money you make,” said Sally Leighton of the Guilford for Friends sales. She directed others who want to sell to go to Amazon.com and search for “Selling on Amazon.”

A wine-tasting called Gifts from the Vine helps Friends of Babcock Library in Ashford raise money. In 2012 they raised $5,000, selling ticket for $25. Liq-

Rick Bolton, a Mini Golf representative, explains how his company sets up miniature golf courses inside libraries as fundraisers.

Friends. Leighton says she frequently checks what the books people have donated are selling for on Amazon; ones selling well, she will set aside from the regular book sale for Amazon. EBay is not as convenient, she said, explaining why she uses Amazon.

Leighton says she sets up a special Amazon account, separate from her personal account including a different password, for Friends sales. She directed others who want to sell to go to Amazon.com and search for “Selling on Amazon.”

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“(Continued from page 2)
Friends of the Watertown Library has added a want-ad column to their newsletter, The Friends Forum. “Want-ads need no definition — if you want something, you can post it here! Do you want to give something away? Post it here! Do you want to sell something that has been in your garage for the last ten years? Sell it here! Do you want to find something that you have been looking for since childhood? Someone has it — post it here!”Ads for collectibles, services, and events can all be posted.

Friends of the Mystic & Niantic Library held their third annual indoor yard sale after requesting donations of “gently used (or barely unwrapped) treasures,” which the Friends would be happy to sell to help the library, and which would leave the donor “space for new treasures!”

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Friends of the Guilford Free Library held a spring lecture series that included author Tom Andersen presenting “Adrian Block Quadracentennial,” the story of Block’s discovery of Long Island Sound and the Connecticut River in 1613; Bart Mansi, Bud Harris and Frank Camarota talking about the lives of Guilford’s commercial fishermen; Andy Weaver, New England lobsterman, presenting tales of a half-century of fishing in Long Island sound; and Michael McBride, curator of the Henry Whitfield State Museum in Guilford, in a costumed presentation as a 19th century light keeper on Faulkner’s Island.

At the Friends of the Bethel Public Library’s annual meeting, guest speaker and local author Thomas J. Craughwell discussed his latest book “Thomas Jefferson’s Crème Brulee.” French pastries and coffee were served. The Friends also sponsored “Real Estate Reality Check” with Mary Guertin, local top-selling real estate broker, and a panel of experts giving solid advice for home buyers and sellers.

Friends of the Brookfield Library, with their membership appeal, included a summary of what the Friends did for residents in the past year. In addition to the usual items, they renewed the library’s movie license so the library could continue to show films — legally; sponsored the library’s annual jazz concert; paid for additions and replacements of children’s classic books, and funded the library’s Memorial Day parade float.

Friends of the Fairfield Public Library sponsored a concert by the Lions Gate Trio, an internationally acclaimed chamber music ensemble, which played Beethoven and Tchaikovsky. They also held their first Friends of the Library Classic Mini Golf Extravaganza. In addition to mini golf, gift baskets were raffled and food was sold.

Friends of the Ferguson Library in Stamford held a festive Book and Author Tea with Dorothy Wickenden, executive editor of the New Yorker and the author of “Nothing Daunted: The Unexpected Education of Two Society Girls in the West.” In addition, through the Friends Author Series, the Friends presented Vito Colucci, Jr., a former Stamford police officer and co-author of “Rogue Town.” The Friends also sponsor an annual Stamford Literary Competition to recognize excellence in student writing. Children in grades 3-12 who live in Stamford or attend school there may enter.
Fundraising, continued

(Continued from page 3)

This event has been held for eight years, at different sites. One thing they learned was to hold the event at a place where they don’t have to pay rent. They do pay $60 for a state liquor license and get a temporary food license from their health district. The Friends estimated it took about 100 volunteer hours to put the event together.

At one tasting someone was overheard saying it was the “social event of the year in Ashford.”

Friends of the Scranton Library in Madison have found that dogs are a library’s best friend. Each year for the past eight they hold a Parade of Pooches dog show. Owners pay $8 to enter a dog, with ribbons awarded in such categories as longest or shortest tails, ears, paws; oldest; youngest; best costume; best trick, etc. Last year they raised $1,650. Sponsors help pay for such things as ribbons and signs.

The Friends borrow as much as they can, including a sound system from the town recreation department and a snow fence from the historical society. The number of volunteer hours is small – enough to make ribbons, get sponsors and staff the show.

A garden tour has proved so successful for the Friends of the Farmington Library that they are holding their 15th annual one this June. Last year’s brought in $9,000, with tickets selling for $20 in advance, $25 the day of the tour.

The key to success is volunteers, who put in more than 200 hundred hours not only organizing it but selling advertising in a brochure. “It makes it much easier if we have a lot of people helping,” said Joyce Godin of the Friends.

“We have co-chairs try to find the gardens in the fall,” Godin said. Their recommendations are then looked at by others, and homeowners are asked to participate. They have the winter and spring to prepare. One fall storm did so much damage that the show had to be canceled.

In addition to the tour of six gardens (and a couple of kitchens), the tour offers a plant sale and a lunch.

Love was the theme of the first Valentine’s weekend event at the David M. Hunt Library in Falls Village –ЛОаVEs in the Stacks. The main feature was a 16-foot long table with 30 types of sweet or savory breads along with other hors d’oeuvres, beer and wine. Scenes from romantic movies were projected on the library walls, with love-themed games featuring guessing famous couples, finding poems hidden in the stacks and “Name That Tune.”

Eighty of the 1,000 people who make up Falls Village came, and the event brought in $1,333. The Friends had some liquor donated and bought the rest. Sponsors helped cover some costs.

The idea came about because the Friends wanted something new centered around Valentine’s Day. A lot of volunteers offered to bake the breads and take care of other tasks, providing about 240 to 400 hours total.

Friends of the Plainville Library have teamed with the Petit Family Foundation to sell plants and flower seeds. The seeds are from four o’clocks grown in the Petit garden by Michaela Petit, who was killed in a 2007 home invasion and fire along with her mother and sister. The plants will be sold for $5, benefiting the library and the foundation.

In the book theme, Friends of the Rathbun Public Library in East...
Balance, continued

(Continued from page 1)

presentation illustrating how those roles are played out in different scenarios.

This presentation was offered at our April 20 Boot Camp to more than 30 people. The panel included Mary Engels of the state library; Barbara Bailey, director of the Welles Turner Library in Glastonbury and chair of CLA’s Public Library section; Carl Nawrocki, past president of the Friends of the Salem Library and of FOCL; and Shani Burke Specht, past president of the Bethel Library Board and vice president of ACLB.

After an overview of the document by Engels, panelists described an actual scenario and how the document helped the libraries involved work out a successful solution.

Bailey described how the board and the Friends developed a conflict-of-interest policy when a library board member was also treasurer of the Friends. At a time of drastic budget cuts, having the board member be a Friends officer presented a conflict in how to handle the cuts. Each group had a different role in the process.

The library director recommended a policy, and the Friends and trustees adopted it, ensuring roles were clear. Maintaining liaisons from the board to the Friends and vice-versa helped keep the lines of communication open so that all were on the same page when it came to knowing their roles.

Questions at Boot Camp revolved around whether board members should be Friends. The answer is absolutely! They just shouldn’t be Friends officers. Also, in very small towns, there may be a limited number of people to serve on town committees and organizations. This presents enough challenges without barring Friends from the library board. Keeping roles in mind can keep everyone on the right track.

Next, Nawrocki gave two examples of how Friends/volunteers can fill in to support library staff during a shortage of manpower. In the examples, the shortage was caused by a major expansion of the libraries.

In both cases, Killingworth and Salem, opening much larger facilities led to dramatic increases in patrons. In Killingworth, the staff was overwhelmed at the circulation desk. In Salem, a large numbers of books were going unshelved.

With the permission of the library boards, Killingworth staffed trained volunteers to operate the circulation desk; Salem staff trained volunteers to shelve books. Trained volunteers then trained new volunteers. In both cases, the shortage of staff was resolved over time.

In Salem, the Friends returned to a supportive role. However, in Killingworth volunteers staff the circulation desk with staff member nearby.

Nawrocki also cited the opening of the new Avon library. Friends did not substitute for staff but thoroughly cleaned the library before the opening. The Avon Friends also were heavily involved in fund-
Balance, continued

(Continued from page 6)

raising for the new library and worked diligently to get the library referendum passed.

Someone asked whether Friends should volunteer in place of library staff, as she was being pressed by her board to do so. Nawrocki said Friends could serve in time of need in the short term, but prolonged use of Friends in place of staff creates issues.

“How do you fire a volunteer?” he asked, if the volunteer is not doing a good job? Also privacy issues need to be addressed, as volunteers are not generally subject to the same ethical standards as paid staff. If volunteers are used, make sure they are trained and supervised. There needs to be detailed volunteer job descriptions and standards agreed to beforehand.

Specht gave a library board perspective on the repair and expansion of the Bethel Library. She told how a young mother with small children who complained about having story time in a hallway was quickly appointed to the library board to help solve the problem.

The board, director and Friends all had their roles in raising money and getting the town to support them:

- The director listed the needs and worked with architects to come up with a plan.
- The board accepted the plans, met with town officials and started a capital campaign.
- The Bethel Friends coordinated their efforts with the board and director and provided much-needed advocacy.

There was much discussion on fund-raising methods. To get individuals to donate a significant amount of money, Specht said, a personal approach worked best using events that focused on people who had the potential to be large donors.


Fundraising, continued

(Continued from page 5)

Haddam put together their own book of more than 30 local artists, who paid $25 each to be included. The book cost $3,000 to produce and has raised $1,425 so far. The book was unveiled in a reception and exhibit of the artists at the library, with 15 percent of any artwork sales going to the Friends.

It took 200 to 350 volunteer hours over a year to produce the book.

“Creating this book was more productive than the mere amount of dollars it earned, as it gave people another reason to be proud of living in East Haddam and provided additional publicity for the Rathbun Public Library,” the Friends said.

Holiday gift baskets helped the Friends of the James Blackstone Library in Branford earn $2,640. Volunteers put together baskets of items such as house plants in holiday containers, homemade cookies, Moravian ornaments and donations from local businesses. Baskets are raffled off. This three-year-old fund-raiser is so popular that “people start asking for information a few months ahead,” said the Friends.

Friends of the Lucy Robbins Welles Library in Newington found an extremely easy way to bring in $1,380 in 2012 and $1,045 in 2013. They held a Bakeless Bake Sale, asking for donations IN LIEU OF any baked goods. Although the idea worked well for two years, the Friends have said they may take a break so that “it retains its uniqueness and element of surprise.”

The Friends of the Old Lyme-Phoebe Griffin Noyes Library go all out for their fundraisers, with a ball that last year brought in $26,000. For 16 years they have come up with a theme and a place to hold the ball, sometimes being a ship or hotel.

The key, they say, is big money sponsors who will donate not only items for the ball but items to be auctioned off. One of their more popular themes was the Buccaneer Bookworm Ball, “People loved dressing up” like pirates for it, organizers said.

The ball takes thousands of volunteer hours to put together and costs about $7,500 to run. Tickets are $50 a person.
Twenty-two participants were seated at rows of long tables waiting to chat with Adam Delaura, head of technical services at the Canton Library and, more importantly for this session, Webmaster for the Friends of Connecticut Library’s website.

Delaura is a font of information on websites and social media. On this day he began his slide show with two questions: What is social media? How can you use it effectively?

These were immediately followed by a definition of social media from Wikipedia, the free encyclopedia: “Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.”

There are many options for social media as was shown on a screenful of social media logos. Delaura admitted that even he did not know what all the symbols represented.

And since Facebook is the biggest, and in his opinion the best choice for Friends purposes, Delaura chose to focus the session on Facebook. It “helps you connect and share with the people in your life” like being in “high school all over again but on the Internet.” It also helps you connect and share with other Friends.

Facebook is easy to get into. Once your Friends group has a Facebook page, viewers become aware of your cause, then “like,” comment on and share your updates. They may begin to advocate for you or join your email list. They may even donate for the first time and share word of their donation on Facebook, encouraging others to do the same.

It is important to keep your Facebook page active and interesting. Updates should be posted regularly and should spread your message, tell your story, and spark conversation.

Words can be informative but boring. Keep it brief. Pictures can help entice viewers to read the words, and can be awesome.

Facebook is a great place to post notices of events in a timely fashion or even photos of events happening now. You can ask for volunteers to help on a project happening tomorrow or this weekend.

You can also share posts relevant to your cause from other Facebook pages. To get more responses, ask such questions as “should we,” “could we,” “which” or “who” rather than “why” or “how.”

Don’t be too serious. Delaura suggests that if you don’t have a sense of humor, don’t post!

In summary: Keep posts short; use pictures, pictures, pictures; and stick to a schedule — post everyday or viewers will stop checking. Also, don’t be afraid to experiment — you can’t really go wrong. And have fun showing why your organization is so amazing, why you care, and why others should, too.

Questions from the audience showed that some were very familiar with Facebook, but others were not on it and had no intentions of ever joining Facebook. “Isn’t Facebook age-oriented, for younger folks, mainly?” Delaura pointed out that it doesn’t hurt to attract them.

“Do we need permission to put a picture on Facebook?” It’s probably a good idea to get permission when you snap photos of people, especially children, though verbal permission is probably enough.

“Can more than one person post to a Friends’ Facebook page?” There can be multiple administrators, they do not have to be on Facebook.
Of course Friends groups are going to advocate for their libraries. Their purpose is to promote and support libraries.

But if you are going to advocate by trying to get a certain law passed or an addition built onto your library, you had better know where you stand legally.

That was the message of Priya Morgenstern, a lawyer who directs Pro Bono Partnership, Inc., a group that provides free legal service to nonprofit groups. She explained the legal issues at Boot Camp, held by the Friends of Connecticut Libraries on April 20.

“Business lawyers are looking for pro bono volunteer work,” Morgenstern said. Most law firms do a certain amount of free work each year, so this gives them a way to find clients.

As a 501(c)(3), a Friends group is allowed to spend 20% of its income lobbying for legislation, she explained.
Help, continued

(Continued from page 9)

said, such as paying someone to talk with legislators about increasing funding for interlibrary loans. (Make sure your group IS a 501(c)(3), Morgenstern said.)

If your group is working to get the public to vote a certain way, such as to increase library funding, you would be allowed to spend 25% of your income.

Friends may also do voter education or get-out-the-vote programs as long as these programs do not take sides.

If your group hosts a candidates’ forum, you must invite all viable candidates and have an impartial moderator.

But a 501(c)(3) group cannot campaign to get someone elected. Individuals in your group could do this but they must say they are volunteering as individuals, not as members of your Friends group.

In answer to a question about whether the law bars a Friends officer from speaking out at a town meeting, she said, “No, not if you disclose that you’re an officer of that organization. That’s what you should be doing.”

And if your Friends group spends money on ballot issues, such as expanding the library, it must file with the State Election Enforcement Commission, Morgenstern said. You must also check if your town charter has rules on nonprofits registering with them before lobbying for a position.

Morgenstern said you don’t want to run afoul of someone who says, “That group working on that ballot initiative? I’m going to make sure they’ve dotted their I’s and crossed their T’s.”

When in doubt, call Pro Bono Partnership at 860 541-4951 or, in Fairfield County, 914 328-0674. If you call the Hartford office, Morgenstern said to ask for her.

You can also read more on its website at www.probonopartnership.org.
Is There a Future for Libraries?

What does the future of the library look like? Is there a future for libraries? I recently had the opportunity to address these two questions at the Association of Connecticut Library Boards’ (ACLB) Leadership Conference. Librarians, trustees and friends usually ask the former question and policy makers, the press, and the general public often ask the latter. If you work in a library you know that they are busy places these days, yet many people perceive the library very differently. Two library expansion/renovation referenda failed on Election Day. While not the only reason for their defeat, there was a perception by some in each community that libraries are not needed — or at least don’t need to be expanded.

For many, the digital explosion — especially the growing acceptance of the eBook — is fueling the sentiment that there is no future for libraries. If the perception is that all libraries do is loan books and most people are reading eBooks and printed books are going away, then it makes sense that they would think libraries are becoming irrelevant. The same case could be made with DVD’s — libraries loan DVDs (I know some still have VHS tapes) — most people use cable, Netflix or Hulu or some other digital source — therefore libraries are obsolete. Or — libraries have big reference collections to answer questions — most people use Google — therefore libraries are obsolete. More and more people are accessing information remotely. The number of people with mobile devices is growing. The International Telecommunication Union (2011) estimated that at the end of 2011, there were 6 billion mobile subscriptions. That is equivalent to 87% of the world population. And the number of media tablets is expected to go from 68.7 million sold in 2011 to sales of 106.1 million or more in 2012. So again, if you think libraries are only about loaning books and providing information you have reason to question the future of the library.

But we know it isn’t all about loaning stuff and answering reference questions — or I hope you realize that.

The business of libraries is changing. Libraries are moving from knowledge access to knowledge creation. I am not saying that collecting and loaning books and providing reference services is a bad thing. For people who cannot afford to purchase books and information or who have limited literacy skills — be it reading or using computers, libraries play an important role. For those who cannot afford tablets, Internet access and eContent, libraries provide an important access role.

“Meeting customer needs across a life cycle, through online and off-line touch points, is essential to the community-based innovation that is needed to keep libraries relevant. and our library programs need to support that need.”

We can continue to build collections, loan material and provide access but we need to invest more in knowledge creation particularly at the community level. Our collections should support our communities. What are the hot button issues in your town? Do you have information resources that educate the community on the issues?

David Lankes, one of the thought leaders of our profession and director of the Information Institute of Syracuse and an associate professor in Syracuse University’s School of Information Studies, has said that since knowledge is created through (Continued on page 12)
Future, continued

(Continued from page 11)

conversations, libraries are also, or ultimately, in the business of facilitating community conversations. He says that we need to expect more out of our libraries. To him, libraries should be places of learning and advocates for our communities in terms of privacy, intellectual property and economic development. In his ground-breaking “Atlas of New Librarianship” he states that “the mission of librarians is to improve society through facilitating knowledge creation in their communities.” Lankes sees libraries as the infrastructure, tools, and places that librarians do their work in. In his view, and I tend to agree with him, libraries need to go from being “houses of collections to platforms for community innovation and learning.”

Some libraries are doing this already. Maker Space is a concept that is being tried at the Westport Library here in Connecticut and the Division of Library Development will be partnering with CLC and the Westport Library to turn Maker Space into a statewide initiative. Initiatives like this will hopefully begin to transform the perception of the library community by community.

Libraries can help connect people to the information they need throughout their lives. Meeting customer needs across a life cycle, through online and offline touch points, is essential to the community-based innovation that is needed to keep libraries relevant. Today, continuing education is a survival tool and our library programs need to support that need. Find a job; find a new job; learn a new skill; learn another new skill; parenting; caregiving; the list goes on and on. Responding to these and other needs is yet another way the library can become fully engaged in the community and increase its relevancy.

It is often said that “libraries change lives.” But our future rests in people realizing that changing lives (and communities) need libraries.