

Greetings Friends,

危机 “When written in Chinese the word crisis is composed of two characters one represents danger and the other represents opportunity.” *John F Kennedy*

The current COVID-19 danger has resulted in restrictions. Nonprofits, including Friends groups, have suffered in numerous ways from these: cancelled meetings, cancelled fundraisers, cancelled events, cancelled book sales, loss of revenue, and for some, loss of membership. Larger Friends groups may be able to sustain the losses a bit easier than the smaller groups. Some are using this crisis as an opportunity to find new, and perhaps better, ways to do business: meeting via Zoom and holding virtual book sales. Some have used this time to work on organizational documents and on plans for the future. We hope that something positive comes out of this current crisis for your Friends.



As FONCPL considered its options for the four area workshops we had to cancel in the spring, we realized that many groups will be rescheduling their events for the fall, on top of a normally packed fall event schedule. This does not bode well for attendance. At our April Board meeting we made the decision to forgo the Northeast, Central, and Mountain Area Workshops for 2020. The West Central Area had already made plans to hold their workshop in Gastonia on November 7. Should this change, we will immediately let those concerned know.

FONCPL has also used this time to work on our by-laws which are 10 years old. They need to be updated to reflect current practices. We plan to develop a Board Manual to provide operating guidance for the various duties as well.

We have established an ad hoc committee to consider the FONCPL annual awards. The committee is chaired by Southeast Area Director Donna Morgan and includes Northeast Area Director Varnell Kinnin and Central Area Director Regina Dozier. The committee is tasked with considering all aspects of the awards including the possibility of new categories. If you have an opinion on the awards, please send them soon to Donna at drhmorgan@gmail.com.

The FONCPL Board continues to look for ways to be of more service to our member Friends. We have a lot of expertise that we are willing to share, but we can't help if you don't ask. If you are struggling with an issue, let us connect you with someone who might be able to provide guidance. If you have any ideas for ways we can help, please feel free to contact any officer or Board member.

We hope the restrictions will be lifted soon, but we doubt it will be life as usual when they do. Please take care of yourselves, your family and your Friends. Stay well!

*In Friendship,
Judy Hills, President, FONCPL*

FONCPL BOARD 2020

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FONCPL Spring 2020 Workshops Affected By COVID-19

The FONCPL was off to a strong start with the planning of the Spring 2020 Workshops. By early January, it was determined that workshops would be held at the South Brunswick Branch Library in Carolina Shores (SE Area), Chapel Hill Library (Central Area), Tarboro Public Library (NE Area), Gaston County Library (West Central Area) and the Transylvania County Public Library in Brevard (Mountain Area).

Lynda Reynolds, Public Library Management Consultant for the NC Department of Cultural Relations was on the agendas to speak about "The Power of Friends." FONCPL President Judy Hills was to present a program on the NC Center for Nonprofits 2019 Legal Compliance Checklist at most of the planned workshops. Barbara Roberts, Workshop Coordinator, was available to update the groups on the activities and awards of the FONCPL. Authors, Library Directors or other speakers were to be there to round out the five agendas, which also included the ever-popular Small Group Discussions.

Fortunately, all went as planned with the March 7 meeting in Carolina Shores. Area Directors Meg Forward and Donna Morgan did a terrific job. They had reached out to many FOL groups and 40 participants gathered to hear the above listed speakers and the Director from South Brunswick County. Four Breakout Sessions were offered: Book Sales and Fundraising Experiences, Membership Strategies, Community Awareness, and a tour of the library. Even though an hour was allotted for the discussions, several evaluation forms indicated that this was not enough time! The host FOL group gave everyone a sturdy tote bag and provided wonderful refreshments.

Little did we know that this would be our last trip to the beach or anywhere else for a while! By the following Wednesday, news of the seriousness and contagiousness of the Covid-19 virus was filling the media. It was decided to cancel the upcoming workshops for March and before long, it became apparent that the May 2 meeting in Brevard would not be feasible. There was great disappointment among the planners and potential attendees that these meetings would not take place this year. I appreciate the efforts Linda Klocker, Robin Crawford, Suzie Manning and Varnell Kinnin made.

— Barbara Roberts, April 2020

(Editor's Note: The FONCPL Board extends a warm thanks to Barbara for her many years of FONCPL service, first as an Area Director and then as the Workshop Coordinator. Her workshop efforts have helped make a lot of things run smoothly and we will miss her guiding hand.)



Want to see your library or Friends group highlighted in upcoming newsletters? Send your news (and photos if you have them) to: northcountryartslady@gmail.com.

Thanks to These 2020 “Good Friends”!

FONCPL does not hold book sales, bake sales or raffles — **dues are our only source of income.**

We want to extend special thanks to these groups and individuals who joined FONCPL this year with an “extra gift” above the established dues. These “extras” help us to do more to support libraries and Friends of Library groups across our State. All that we are doing together is helping to make our communities better. **You are special!!**

Given the current Covid-19 pandemic, we know that many Friends groups have not met in some time. As restrictions are lifted we would urge you, if you have not already done so, to send your dues for 2020.

Groups

Alamance County Library Friends
Burke County Library Friends
Caldwell County Public Library Friends
Catawba County Public Library Friends
Chapel Hill Library Friends
Edgecomb County Friends
Shepard-Pruden Friends, Edenton
Sheppard Memorial Library Friends,
Greenville
Topsail Library Friends
Wayne County Public Library Friends

Individuals

Barbara Kiser
Barbara Roberts
Bill Oelkers
Carlene Mount
Cindy Cox
Diane Bauman
Dian Williams
Frannie Ashburn
Gorda Singletary
Hathia Hayes
Sylvia King
Jack & Karen James
JoAnn Straight
Judy Hills
Marie Sessoms
Mary Chisenhall
Margaret Andrews
Sue Tuman

And, to John Laramore
for his donation in honor of
Frannie Ashburn.



Craven-Pamlico-Carteret Regional Library Splits Up

In 2019, Carteret County Commissioners decided to exit the Craven-Pamlico-Carteret Regional Library (CPCRL). The CPCRL was formed in 1962. There were five libraries in Carteret County, one library in Pamlico County and four libraries in Craven County. Of the five libraries in Carteret County, four were under one library board of trustees (Carteret County Library, Down East Library, Western Carteret Library, and Bogue Banks Library). The fifth library, in Newport, was a part of the CPCRL, but had its own board of trustees and the staff reported directly to the CPCRL Director while staff at the other four libraries reported to the Director of the Carteret County Library, who in turn reported to the CPCRL Director. Recently the Newport Town Council voted to align their library with the Carteret County system.

The divorce becomes official on July 1, 2020, as Carteret County had to give adequate notice to the other two counties of their intent to withdraw. There are rules to be followed with untangling assets of the CPCRL. There are costs associated with the breakup: references to CPCRL need to be removed from websites, URLs, email addresses, written material; logos need to change; new library cards must be issued; books and other assets need to be transferred properly; contracts need to be sorted out; etc. While the decision to break up may have been easy, in practice it is challenging.

Carteret County hired a new Director of the Carteret County Library, Leslie Mason. Staff in the five libraries have to apply for positions in order to become employees of Carteret County. The CPCRL has an interim Director, Kat Clowers who is also the Librarian for the Pamlico County Library. It is a difficult time for all employees, even more so with the COVID-19 restrictions.

Duties of the Treasurer

Since the majority of the Friends in North Carolina are All-Volunteer-Organizations (AVO), Treasurers are key to ensuring the financial health and sustainability of the organization. David Walsh, a NC CPA offers these observations: “Because most AVOs have an informal air about them, it’s easy for finances to be treated in a casual way. But when money matters are treated casually, it can become too easy for money to get lost, or for some people to question how money has been spent, or even for individuals to take advantage of the informality and pilfer cash or other assets.” Here are some key issues to address to ensure accountability and transparency:

1. **Set High Standards:** Handle money with high standards and set a tone of integrity. Vigilantly observe the handling of cash (like at book sales); keep personal funds separate from the AVO’s funds; either receive and reconcile bank statements OR write the checks—but not both; immediately endorse checks received (write for deposit only or use a stamp); deposit checks and cash ASAP, but within one week; require receipts or invoices before paying; set a limit on the amount of a check requiring two signatures; never sign blank checks or sign in advance of use; and as much as possible spread financial duties among different people—that increases the chance that any misappropriated funds or donations will be detected more readily.
2. **Manage Filings:** Reports to grantors; IRS form 990; 1099s to independent consultants; NC Charitable solicitation license; other pertinent permits and licenses.
3. **Identify and Manage Risks:** Take the lead in safeguarding your Friends’ assets, data and personal information. Special events are of particular concern.
4. **Confirm Contributions:** A prompt thank you letter or email to donors is not only a good thing to do, but required by the IRS in some circumstances. (See IRS website)
5. **Track Volunteer Time:** This is probably your biggest asset. “Tracking volunteers can help protect volunteers and the nonprofit from certain forms of liability and provide helpful data for planning future programs and events. And if you intend to seek grants, you’ll want to reflect the value of your volunteers in your budget and grant proposals.” Another thing to do is to assign a value to this time. Go online to find the current year’s value of volunteer time and multiply it by the number of hours to get the total value of time. This can be a very impressive number to present in your annual report and to present to library trustees, city and county commissioners.
6. **Plan and Evaluate with a Budget:** A budget is a guide for getting agreement for the projects and funding for the coming fiscal year. Monitor your income and expenditures against it and note when action needs to be taken. Avoid temptation to “SWAG” (guess) costs for new projects. Get good estimates before approving it. And don’t overestimate income. You can’t spend money you don’t have in the bank.
7. **Prepare Timely Financial Reports:** Budget to actuals; bank statement reconciliation; after-action reports on projects; comparisons to prior years; and an annual report. Use Excel spreadsheet or an accounting software like QuickBooks.
8. **Succession Plan for the Treasurer:** Be grooming this person’s replacement.

It is as important for the AVO’s Board to understand the role of the Treasurer as it is for the Treasurer to understand the role.

Read more here: https://blueavocado.org/editors-picks/treasurers-of-all-volunteer-organizations-eight-key-responsibilities/?gclid=CjwKCAiA7t3yBRADEiwA4GFIIyPxEb1lsORSGQd4G_hljev3BbbqtKNDYAl667EdjLtDG0SEvvyLLRoCYuoQAvD_BwE

NCPLDA: Funding for NC Kids Digital Library



(The following is an excerpt to members for the Coronavirus Response Committee from the NC Public Library Directors' Association regarding funding the NC Kids Digital Library.)

In 2017, the NCPLDA launched the NC Kids Digital Library, which provides access to children's e-books, e-audio books and video primarily for children in K-4th grades. Working with Overdrive, we were able to secure permission for the first digital library in the United States available to children statewide. This was made possible through funding provided by the General Assembly. Non-recurring support provided in FY18 and FY19 enabled NCPLDA to build and maintain the collection. The FY2020 budget included a \$200,000 recurring appropriation for NC Kids Digital Library, as well as an increase to State Aid for Public Libraries. Unfortunately, because the budget was not passed, NC Kids Digital Library went unfunded and overall library funding remained flat.

NCPLDA has sustained the NC Kids Digital Library permanent collection of one copy-one user titles, but a number of simultaneous-unlimited access contracts that ensure that every child has access have expired. NCPLDA has also been unable to provide access to new content offered by publishers due to limited funds. Due to the Coronavirus school closure, public libraries across the state have received calls from school systems asking about access to NC Kids Digital Library and requesting that NCPLDA not only add additional fiction titles, but include non-fiction to help support at home schooling.

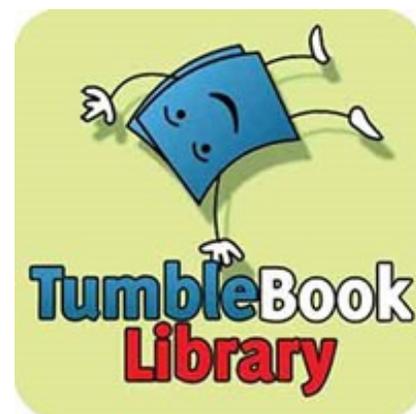
NCPLDA expects to see public library/school partnerships grow next year, especially if access to needed content is secured. Digital content is not cheap. Securing access to a digital library with a vast collection of materials can be challenging for individual school systems. NCPLDA has received permission from publishers to provide statewide access; thus, the simultaneous use purchases made can save thousands of dollars for individual schools, counties and the state. While the ratified budget contains an appropriation of \$200,000 recurring for the NC Kids Digital Library, an increase to \$400,000 would allow NCPLDA to renew expired contracts, meet holds requests and metered usage demands AND expand the collection to include additional simultaneous use and single use non-fiction resources that are being requested by school districts.

NCPLDA is preparing carts so when funding is received, orders can be expedited and NCPLDA can have the additional materials ready within 24-48 hours. Steve Potash, CEO/President of Overdrive (digital content provider for libraries and schools) is also working to secure temporary extensions on a few key simultaneous access contracts, which is extremely helpful for now. NCPLDA is working diligently to ensure that North Carolina school children do not experience the biggest "summer reading slide" ever; however, funding is critical!

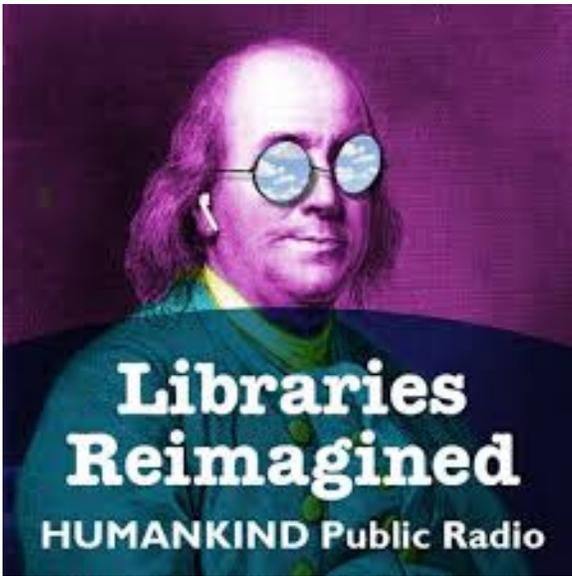
— Thanks to The Regional Gam, the monthly newsletter of the Craven-Pamlico-Carteret Regional Library System's Friends of the Library, for sharing this important information.

Brunswick County Happenings

Brunswick County Libraries offer plenty of opportunities during this time of isolation. TumbleBooks is a family resource for e-books and audiobooks appropriate for all ages. Friends of the Library Southport and Oak Island (FOLSOI) is partnering with the Southport Historical Society & Harper Library to present Armchair History Classes via Zoom—Southport Women at the Turn of the 20th Century, Brunswick County Moonshining, Prohibition and Smuggling in Southport. Another series focuses on Bald Head Island—Lighthouses & Lifesavers, Bald Head at War: Revolutionary, Civil, and World Wars and Developing Bald Head—the Long 20th Century. FOLSOI had its first virtual Meet the Author Event, with many sign-ins during and after.



Check Out This Podcast: *Libraries Reimagined*



In this special series, *Libraries Reimagined*, public radio documentary-maker David Freudberg examines the role of our remarkable, locally-controlled libraries in virtually every community across America. In the podcast, learn new ways that libraries help to preserve our democracy by ensuring free, unfettered access to information.

The podcast reinforces and expands on Melanie Morgan’s keynote address at the FONCPL annual meeting in November 2019. In her engaging interactive presentation, “Re-envisioning the Future” of libraries, Melanie noted that “libraries have to evolve to be meaningful and grow.” They are more than just places to get books; today’s libraries offer tremendous resources that have a direct impact on individuals and the community.

Find the free *Libraries Reimagined* podcast here:
<https://www.humanmedia.org/product/libraries-reimagined/>

Fundraising Idea\$ & Tip\$: A Sing-A-Thon

A sing-a-thon is a fabulously fun event for singing and something you might add to your post Covid-19 fundraising wish list. It involves performances by individuals and groups, from kids to adults. If you wish to raise funds for a particular cause or project, a sing-a-thon can help you get people together to enjoy music and contribute to the cause. You can raise money by charging an entry fee as well as selling various concessions during the event. The audience may also request specific songs by giving a certain amount to the leader. Therefore, if you know a few talented singers, host a sing-a-thon to showcase their talent and raise the money you need for your project. Get more info on holding a sing-a-thon here: <https://p2p.onecause.com/2020iccsingathon/page/faq>



FONCPL Membership Form		New	or	Renewal
Individual or Organization : _____	Please provide additional contact information for President or other officer.			
Address: _____	President: _____			
City/State/Zip: _____	Email: _____			
Email: _____	Phone: _____			
Phone: _____	Number of members in your organization: _____			
Membership Dues	Individual (\$15)	Organization (\$35)	Good Friend (\$50 or more)	

All contributions are tax deductible. Donations in excess of required dues are greatly appreciated. **Please provide an email address** since we communicate the latest news and events using it. Your email and address will not be shared with anyone other than FONCPL Board Members.

Make check payable to FONCPL and mail your check and form to:
Friends of NC Public Libraries, 4640 Mail Service Center, Raleigh, NC 27699-4640

