

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part I, Line 7

Authorized representative:

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Form 1023

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172 Eminence Terrace

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Attachment/Part IV – Narrative Description of Activities

I. Introduction

A. Henry County Public Library

Henry County was the first Kentucky county to vote for a library tax in order to finance the construction and maintenance of a county library. That vote resulted in the creation of the Henry County library district and the Henry County Public Library (“HCPL”). The library district is a political subdivision of the state, subject to the Kentucky statutes authorizing and governing library districts. These statutes regulate the creation and operation of library districts, and address such matters as tax bills and tax collection, governance, issuance of revenue bonds, procedures for increasing or decreasing library tax levies, certification of library staff, the role of other local government entities and accountability to state government. For example, pursuant to these laws HCPL is governed by a board of trustees appointed by Henry County officials from a list of candidates approved by the Kentucky Department of Libraries and Archives, must submit annual reports to that Department, and must make its records and books of account available for inspection by the Auditor of Public Accounts.

HCPL offers a wide variety of books, e-books, audiobooks, DVDs and databases, as well as public computers with internet access and productivity software suites. It also offers a wide variety of educational programs for children and adults, and operates a bookmobile. There is great need for these free library services, as 20% of county residents live below the federal poverty line and per capita income in Henry County is lower than that for Kentucky as a whole. Henry County’s per capita library book circulation, in contrast, exceeds the state’s.

B. Friends of the Henry County Public Library, Inc.

Friends of the Henry County Public Library, Inc. (“Friends of the Library” or “the Friends”), a membership and volunteer service organization, was founded in 2011 to assist the library in meeting community needs and fulfilling its educational mission. As stated in the Friends’ Articles of Incorporation, the organization’s purposes are to foster public awareness and appreciation of the Henry County Public Library; to stimulate use of the Henry County Public Library’s resources and services; to support and cooperate with the Henry County Public Library in developing library services, facilities and educational programs for the community; to assist the Henry County Public Library through fundraising endeavors and volunteer service; to encourage gifts, endowments and bequests to the Henry County Public Library; to foster public understanding and support

of the freedom to read as expressed in the American Library Association's Bill of Rights; and to engage in other charitable and educational activities consistent with the aforementioned purposes. Towards these ends, Friends of the Library engages or plans to engage in the following activities.

II. Activities

A. Volunteer Service and Material Support for Henry County Public Library

Friends of the Library anticipates initiating volunteer service and material support to HCPL during the 2013-14 fiscal year. Board volunteers are engaged in continuing discussion with HCPL staff to identify library needs, explore how the Friends might help and plan accordingly. While planning remains ongoing, potential forms of volunteer support identified to date, to be provided by Friends members, include assisting at HCPL special events and educational programs; assisting with routine day-to-day library operational tasks in areas in which there may be staff shortages (e.g., re-shelving books); collaborating with HCPL to publish a monthly newsletter; and/or researching and preparing grant applications on behalf of HCPL. Potential forms of material support include donating to HCPL resources such as books, e-books, subscriptions or other library materials; donating piece of equipment for which HCPL lacks funds; donating supplies for HCPL educational programs; and/or donating incentive gifts or prizes for HCPL's youth summer reading program. The costs of material support will be funded by the fundraising and development activities discussed below.

Volunteer service and material support will further Friends of the Library's exempt purposes of assisting HCPL through fundraising endeavors and volunteer service; supporting and cooperating with HCPL in developing library services, facilities and educational programs for the community; stimulating the use of HCPL's resources and services; and fostering public awareness and appreciation of HCPL. Friends of the Library allocates approximately 25% of its time to this activity, not including the time required for the membership development needed to create a pool of volunteers (see membership development and outreach, below) and to generate funds for material support (see fundraising and development, below).

B. Membership Development and Outreach

Friends of the Library works on an ongoing basis to build a community of members to nurture and support the library. The organization holds periodic membership drives on-site at the library, during which Friends of the Library membership tables are set up to offer information about the group and invite people to join. Friends volunteers also attend various community events, such as the Henry County Fair, to solicit membership, and Friends meetings are advertised (at no cost) in the local newspaper. Library supporters may also join throughout the year by filling out a membership form and submitting it to the HCPL's staff liaison to the Friends, or mailing the same directly to Friends of the Library. Annual membership dues are \$5.00 for an individual, \$15.00 for a family and \$2.00 for students and seniors.

As additional outreach tools, in 2013 Friends of the Library will hold a contest for local students to design a logo for the organization, with a prize of \$100.00. Book bags with the Friends logo will be sold for a modest cost during membership drives and fundraising events (see fundraising and development, below). The logo contest and the appearance of the book bags throughout the community will raise awareness of both HCPL and the Friends.

Membership development and outreach activities are conducted by member volunteers, including board members, working on-site at the HCPL and from their homes, with the associated costs funded by membership dues. These activities serve to organize community support for HCPL, increase the library's visibility in the community and expand the network of individuals and families that can be mobilized to provide volunteer service (see above) and fundraising support (see below) for the library. They thereby further Friends of the Library's exempt purposes of fostering public awareness and appreciation of the library; stimulating the use of the library; and assisting the library through fundraising endeavors and volunteer service.

Friends of the Library allocates approximately 20% of its time to membership development and outreach.

C. Fundraising and Development

Resource development and fundraising on behalf of HCPL, including identifying new opportunities and strategies, is an ongoing, core function of the Friends' volunteer board and membership. Friends of the Library engages in fundraising and development

activities so that it may provide HCPL with the material support discussed above. To date, its primary fundraising vehicle has been the book/bake sale, the first of which was held in May 2012. Friends members, including board members, volunteer their time to plan, organize and carry out these sales, and donate the baked goods to be sold. Books offered for sale are primarily books that the library has removed from its collection, with a smaller portion donated by the general public.

Friends of the Library plans to expand its fundraising efforts beyond book/bake sales once it obtains recognition of 501(c)(3) status. It anticipates that with recognition of 501(c)(3) status, the organization will be able to obtain the in-kind donations, sponsorships and support necessary to hold larger fundraising events without incurring substantial costs. Fundraising events will be held in local venues and organized by Friends volunteers. Also planned is publication and sale of a book of recipes by local cooks, to be compiled and sold by volunteers. On a slightly different note, the board plans to develop a strategy for encouraging businesses and community members to make gifts, endowments and bequests directly to HCPL, and to collaborate with library staff to pursue foundation and government grants that may be awarded directly to HCPL.

By securing resources for HCPL, fundraising and development activities further the Friends exempt purposes of assisting the HCPL through fundraising endeavors and volunteer service, and supporting and cooperating with HCPL in developing library services, facilities and educational programs for the community. In addition, the publicity and community education attendant to book/bake sales, other fundraising events and the distribution/use of the planned recipe book further the Friends' exempt purposes of fostering public awareness of and appreciation for HCPL and stimulating use of its resources and services.

Friends of the Library allocates approximately 40% of its time to fundraising and development.

D. Organization and Administration

The board of directors meets regularly to take care of the business of building, running and maintaining the organization. The board conducts this activity on a volunteer basis, meeting in free space at the Henry County Public Library. Directors also work between meetings on a volunteer basis, from their homes, as needed to carry out organizational and administrative activities that cannot efficiently be accomplished within the framework of a board meeting. The purpose of these activities is to create,

Form 1023

Friends Of The Henry County Public Library, Inc.

172 Eminence Terrace

Eminence, KY 40019

EIN 45-3958462

Attachment/Part IV – Narrative Description of Activities

Page 5 of 5

maintain and continually develop an efficient and effective organization that will carry out the Friends' exempt purposes. The occasional incidental costs are funded by membership dues.

Friends of the Library allocates approximately 15% of its time to administrative and organizational activities.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part V, Line 3a

Name: Dena Riley

Qualifications: Library patron; concerned community member; master's degree candidate in library and information science.

Duties: Serves on the board of directors and carries out the duties of president as set forth in the Friends of the Library bylaws; encourages other Friends members to participate in Friends of the Library activities; oversees membership drives, fundraisers and volunteer events.

Hours Worked: Average of 8 hours/month on Friends of the Library business.

Name: Olivia Herrell

Qualifications: Library patron; interest in preserving library services and programs; student pursuing degree in library science.

Duties: Serves on the board of directors and carries out the duties of vice president as set forth in the Friends of the Library bylaws; helps to plan membership drives, fundraisers and volunteer events.

Hours Worked: Average of 5 hours/month on Friends of the Library business.

Name: Kyla Fitzgerald

Qualifications: Library patron; involved parent and community member.

Duties: Serves on the board of directors and carries out the duties of treasurer as set forth in the Friends of the Library bylaws; helps to plan membership drives, fundraisers and volunteer events.

Hours Worked: Average of 5 hours/month on Friends of the Library business.

*Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part V, Line 3a
Page 2 of 2*

Name: Linda Miller

Qualifications: Library patron; involved concerned community member.

Duties: Serves on the board of directors and carries out the duties of secretary as set forth in the Friends of the Library bylaws; helps to plan membership drives, fundraisers and volunteer events; maintains membership records and notifies members when annual dues are due.

Hours Worked: Average of 5 hours/month on Friends of the Library business.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part V, Line 4

Friends of the Library does not currently compensate any officers, directors, trustees, employees or independent contractors and does not anticipate doing so in the future. Should this change, it will use the practices set forth in lines 4a through 4f.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part V, Line 5a

A copy of Friends of the Library's Conflict of Interest Policy is attached. It was adopted by vote of the Board of Directors on January 14, 2013.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part VI, Line 1b

As detailed in Attachment/Part IV – Narrative Description of Activities, above, Friends of the Library provides volunteer service and material support to the Henry County Public Library.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part VIII, Lines 4a and 4d

Line 4a:

- **Personal solicitations:** Board volunteers will encourage community members to make contributions and donations to the Henry County Public Library at fundraising events,
- **Foundation grant solicitations:** Board volunteers will search for foundation grant opportunities for which the Henry County Public Library might qualify and, in collaboration with library staff, complete and submit grant applications.
- **Government grant solicitations:** Board volunteers will research government library grants and help library staff prepare and submit grant applications as appropriate.
- **Other:** As discussed above in Attachment/Part IV, Friends of the Library holds and will continue to hold book fairs and other special fundraising events.

Line 4d:

As explained above in Attachment/Part IV – Narrative Description of Activities, Friends of the Library fundraises in Henry County, Kentucky on its own behalf and on behalf of the Henry County Public Library.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part VIII, Line 5

Friends of the Library is related to the Henry County Public Library and library district (HCPL) only in that the purpose of Friends of the Library is to support HCPL. HCPL did not create Friends of the Library, nor does it control the organization. The affairs of the Friends are managed by its own independent board of directors which, under the organization's bylaws, elects its own members. Pursuant to Article VI, Section 2 of the Friends of the Library bylaws, anyone who supports and subscribes to the purposes of Friends of the Library is eligible to serve. HCPL does not require of the Friends any financial reports or audits, nor has it given Friends of the Library any governmental power or authority.

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part VIII, Line 15

Friends of the Library has a connection with the Henry County Public Library in that, as explained in Attachment/Part IV, above, Friends of the Library was formed for the purpose of supporting HCPL. Neither organization, however, controls the other through common officers, directors or trustees, or the authority to approve budgets or expenditures; the organizations were not created at the same time, or by the same persons; and no person who exercises substantial influence over HCPL also exercises substantial influence over Friends of the Library (or vice versa).

Form 1023
Friends Of The Henry County Public Library, Inc.
172 Eminence Terrace
Eminence, KY 40019
EIN 45-3958462
Attachment/Part IX – A, Lines 9 and 23

Line 9

	6/1/12 – 5/31/13	9/27/11 – 5/31/12	6/1/13 – 5/31/14	6/1/14 – 5/31/15
Book/bake sale receipts	867	300	900	1,000
Book bag sales	150			
Recipe book sales			500	
Fundraising dinner/concert				600
Total	1,017	300	1,400	1,600

Line 23

Description	6/1/12 – 5/31/13	9/27/11 – 5/31/12	6/1/13 – 5/31/14	6/1/14 – 5/31/15
Advertising	100	80	100	100
Book bags	150			
Prize, logo contest	100			
Production costs recipe books			250	
Incentive items, materials for HCPL summer reading program			500	500
Form 1023 user fee	400			
KY state registration/reporting fees	15	10	15	15
Membership, KY State Friends of Libraries	25		25	25
Miscellaneous	100		100	100
Total	890	90	990	740