

INTERNAL STRUCTURE:

Membership: 1,200 members. Approximately 200 active volunteers.

Board of Directors:

- Composed of 13 voting and 3 non-voting members: Myretta Black, KCPL Executive Director, ex-officio Executive Vice President; Mary Pom Claiborne, KCPL Director of Communications (appointed by Myretta Black to represent her); Abby Wintker Burris, Friends Executive Director.
- Seven voting members comprise a quorum.

FY 2015 Officers:

- President Bill Crosland; President-Elect Claire Serrell; Treasurer Marye Rose; Secretary Lillian Mashburn; Past-President Martha Gill.

Friends Executive Director: Abby Wintker Burris.

- The E.D. serves as chief administrator for the Friends Board of Directors and is charged with implementing policies of the Friends for the benefit of the Knox County Public Library System and staff.
- The E.D. is employed by the Board of Directors and is administratively responsible to the Board.

Standing Committees for 2014 & 2015:

1. Board Development, Charter & By-Laws: Vicki Creed, Bonny Naugher, Claire Serrell.
 - Develops a strong, healthy, working Friends Board through education and recruitment. A Friends Board skills and resources inventory worksheet for a well-balanced Board was prepared for the 2014 Board Member Search.
 - Reviews committees' functions.
 - Reviews by-laws and/or charter and drafts amendments, as ordered by the President or Board. A review to reflect current practice is scheduled for 2015.
2. Executive: Bill Crosland, Claire Serrell, Marye Rose, Lillian Mashburn, Martha Gill & Mary Pom Claiborne, as appointed by Executive Vice President Myretta Black.
 - Prepares agenda for monthly Board meetings.
 - Transacts any necessary business between regular Board meetings and performs other duties necessary to Friends operation.
3. Finance: Marye Rose, John Smartt, Jr., Marilyn Jake & Mary Kay Sullivan.
 - Advises and monitors Friends investments. A volunteer CPA assists the Treasurer by advising on accounting procedures and annual closing of the books. A financial report is made at each Annual Meeting.
4. Nominating: Maggie Carini, Vicki Creed & Bill Crosland.
 - Vets and proposes Director and Officer candidates for Board consideration. This became a standing, year-round committee in August 2014.

Program Committees for 2014 & 2015:

1. Advocacy: Lillian Mashburn.
 - Ensures County Commission provides adequate funding to KCPL (Friends efforts in 2013 restored funding to KCPL's Capital Fund).
 - Promotes reading and literacy.
 - Raises awareness of library's economic and educational value, i.e., what KCPL system offers. Recently represented Friends at Council of West Knox County Homeowners.
2. Book and Author: Marissa Mills.
 - Brings recognized authors to community either as primary host or through partnerships.
3. Communications: Maggie Carini.
 - Publishes and distributes weekly electronic *Friendsider* to officers, directors and all committee members.
 - Publishes and distributes monthly electronic *Friends* ♥KCPL to members with emails and partner groups.
 - Publishes and distributes *Best of Friends* to members three times a year both in print and electronically.
 - Provides support and service to all committees.
 - Coordinates Friends social media (Twitter, Facebook, Instagram, Pinterest, YouTube, etc.) and maintains Friends website.
4. Early Childhood Literary: Sheila Marino.
 - Promotes early childhood literacy.
 - LaVance Davis coordinates volunteers to read weekly at local Head Start centers for five or six weeks every fall and spring. Formerly this committee was known as Head Start.
5. Membership: Hortense Jones.
 - Recruits new members and engages current members.
 - Is present at all Friends book sales and designated community fairs. Provides email addresses for *Friends* ♥KCPL.
 - Identifies and recruits qualified volunteers to fill open positions.
 - Coordinates KCPL Staff Appreciation acknowledgment.
6. Shoebox Libraries: TBD.
 - Provides books to those with limited ability to access traditional libraries.
 - Delivers books that meet the needs of these organizations: Emerald Youth Foundation; TN Dept. Of Children's Services; Hope Central; Knoxville Bar Association Committee for Unmet Needs of Children; Ben Atchley Veterans Center; Knoxville Health Dept., Cherokee Health Pediatric Clinic; St. Luke's Episcopal Church Free Book Exchange; Mountain View Correctional Facility in Dandridge; Summit View of Farragut (as of May 2014).
 - Maintains existing relationships and develops new ones.
7. Used Books: Suzanne Freeman, Jean Idell & Mary Ann Merrell.
 - Annual Used Book Sale in March. Friends primary fundraiser.

- Rothrock Used Book Shop at LML (2008-present). Year-round fundraiser.
- Branch Book Sales at Farragut, Burlington, Powell, Bearden and Cedar Bluff.

Halls and Norwood sales were added this year. Proceeds and expenses are divided between the branch and Friends.

- Hosts book sales at community events such as East Tennessee History Fair and Children's Festival of Reading.
- Provides books for Friends Shoebox Library.
- Provides material for future on-line sale of books.
- A year-round Sort Team filters books donated by private individuals and withdrawn by KCPL. A donation policy was established in 2012.
- Has developed and continues to develop numerous partnerships such as Empty Stocking Book Drive and Centro Hispano de East Tennessee.
- In 2012, over 10,000 volunteer hours were expended in UBC programs.

EXTERNAL CONNECTIONS:

Formal Relationships:

1. Knox County Library System: Myretta Black, KCPL Executive Director
 - Lawson McGhee Library; East Tennessee History Center – McClung Collection and Knox County Archives; 17 branch libraries.
2. Knox County Public Library Foundation Board: Ginna Mashburn & Ginger Browning.
 - Friends and Foundation have the same mission, but different approaches. Friends is a membership organization with specific funding goals. Foundation is a donor organization with focus on a capital project. Friends provides \$125 annually for Foundation's annual report filings.

Dotted Line Relationships: Based on need to collaborate and communicate.

1. Knox County Mayor Tim Burchett
2. Knox County Commission

Alliances & Partnerships:

1. May or may not have \$ involvement, but some form of capital is expended: e.g., Friends reputation; membership of 1200; tenure of 41 years in community; political influence; etc.
2. Some organizations Friends has partnered with in 2014-15:
 - Anne C. Mayhew Lecture Series & Univ. of Tennessee Honors & Scholars Program
 - Centro Hispano de East Tennessee
 - Children's Festival of Reading
 - East Tennessee Historical Society
 - East Tennessee Historical Society Fair
 - Empty Stocking Fund, Knoxville News Sentinel
 - The Great Cake Bake
 - Great Schools Partnership

- Head Start
- HoLa Hora Latina
- Knox County Council PTA
- Knox County Education Association
- League of Women Voters
- Library Society of University of Tennessee - Knoxville
- Start Smart, Knox County Health Department
- Union Ave Books
- University of Tennessee College of Education, Health & Human Sciences
- University of Tennessee Libraries
- University of Tennessee School of Music
- WBIR Olympic Torch Relay, to benefit United Way
- Webb School of Knoxville, service project for Pond Gap Elementary School
- Wilma Dykeman Stokely Memorial Lecture Series

Liaisons:

1. Friends of Tennessee Libraries: Martha Gill & Julie Webb.
 - Julie Webb is a founder of the Friends of Tennessee Libraries (FOTL) and Friends of the Knox County Public Library. Our Knox County Friends organization is a member of FOTL, a statewide network devoted to establishing and helping Friends of Library groups succeed through communication, and to advocating for library funding and legislative support on a local, state, and national basis.
 - Martha Gill, who edits the *Friends of Tennessee Libraries Newsletter*, is our representative on the FOTL board.
2. Dolly Parton's Imagination Library of Knox County: Bonny Naugher.
 - The Friends affiliation with Knox County's Imagination Library (IL) dates to its start in 2004 as its fiscal agent for grants, since IL is not permitted to be a 501(c)(3) organization. An annual Friends grant contributes to the matching funds required at the county level to sustain the program. IL mails one free age-appropriate book per month to any Knox County child from birth until age five.

Friends volunteers are present at many Imagination Library events.

Prepared: 9/29/14 Claire Serrell

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