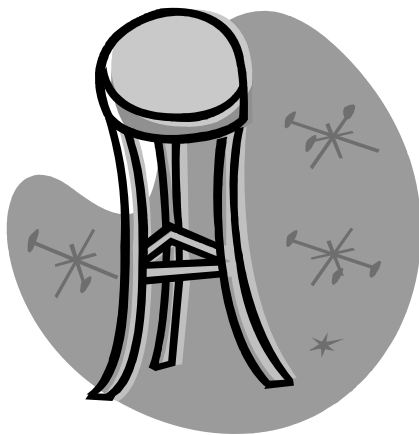




## Friends in Bruce County - importance of a three-legged stool



Three speakers representing Bruce County spoke to the Saturday delegates during Friends' Day at the Ontario Library Association Super-conference. Marzio Appolloni, CEO of Bruce County Library System, Lynn Sawatsky, President Friends of the Wiarnton Library and Suzan Fawcett, Past Treasurer Friends of the Chesley shared the podium.

The three demonstrated characteristics of their relationship that have contributed to their success – a pragmatic relationship, open communication and mutual respect.

That's not to say there are not challenges. Marzio described the relationship as a three legged stool – representing the Library Board, Branch Library Staff and the Friends. Each leg has a role or the stool fails.

Library  
Board

Branch  
Staff

Friends

### Bruce County - Friends groups in nine branch libraries

- Wiarnton Branch Friends
- Chesley Branch Friends
- Mildmay Branch Friends
- Tobermory Branch Friends
- Lion's Head Branch Friends
- Southampton Branch Friends
- Paisley Branch Friends
- Tara Branch Friends
- Sauble Beach Branch Friends

**friend**

**1 a :** one attached to another by affection or esteem

**b :** acquaintance

**2 a :** one that is not hostile

**b :** one that is of the same nation, party, or group

**3 :** one that favors or promotes something (as a charity)

**4 :** a favored companion

(Webster's Dictionary)



Trillium Grant for flooring, Port Elgin

*“The Friends find that a minor effort can have a high impact on the community. Philosophy of serving communities is the principle.” (Suzan Fawcett)*



New Wiarton Branch



New standard signs



## **Bruce County Friends – Opportunities and Challenges**

Bruce Country has 18 branches throughout the county, and nine of those branches have a Friends group. Each Friends group is branch-based, has an arms-length relationship with the Library Board and uses infrastructure provided by the library.

Marzio listed some challenges:

Communications - There must be open communication and ongoing education.

Roles - Each has to understand their roles, and avoid an intrusion beyond their role.

Geography - A drive from one end of the county to the other can be two hours long. Weather can add to the travel time.

Demographics - Not all branch libraries have Friends groups, and some don't want them. Some branches have volunteers. Make it attractive to draw in younger members.

Branch focus – there are 18 branch locations, but not all branches have a Friends group. There is a lack of a global view and sometimes wider initiatives suffer.

“I think the Friends have a wonderful opportunity to feel the pulse of the community and find out how much the library means to them,” said Lynn Sawatsky. The Friends in Wiarton want to work with the library and further its importance in the community.

Fundraising and programming activities include a mail-out campaign, a “Wake up Your Garden” luncheon, a March Break program, an Easter Egg hunt, a short story contest, book clubs, an annual book sale and a newsletter. A pot-luck luncheon for the new council included a library tour, and was a successful lobbying effort.

Suzan Fawcett rounded out the presentation by describing other factors in the Friends relationship. "Friends groups can put you on the map," she said. Libraries get free skills, knowledge, time and enthusiasm from their Friends.

Friends have a chance to influence policy. Suzan noted that Friends are volunteers, not employees. She also noted that Friends, as volunteers, can say “No”.

She emphasized the arms-length relationship by describing conflict of interest situations to be avoided – staff cannot lead Friends, an employee or their spouse should not be on the Board.

**Visit our conference website** for a link to the full-text PowerPoint file of Marzio's presentation: <http://www.friendsoflibraries.ca/Confe.html>



## **Risky Business – You and Your volunteers**

Derek Zulesky of the Education Safety Association of Ontario and Greg Kelner of the Toronto Public Library worked together to explain why volunteers in libraries need a health and safety orientation program, and provided an example of an established program

An orientation program has a number of benefits, relating to providing services and public relations. A health and safety system which is part of your orientation program is used to recognize, access and control hazards in order to reduce or eliminate injuries.

A question at the end of the session confirmed what many had come to realize – Can a Friends group be sued? The answer is yes.

A good orientation brings a good return on investment. Your volunteers come to believe that you are concerned about their safety, by making them aware of health and safety issues, providing consistent information and wanting them to be part of a productive and profitable team.

## Due Diligence

The concept of “due diligence” means that the organization’s Board members understand their duties under the law and take reasonable steps to carry them out, being proactive in taking all reasonable care.

Due Diligence requires you to:

- develop specific procedures & practices
- train the volunteers in the procedures/practices
- monitor adherence
- enforce compliance
- communicate the procedures/practices

## **Risky Business – Volunteers and Due Diligence**

### Orientation

There can be general orientation, such as that offered to all new volunteers. This could include policies and procedures, reporting relationships, facility tours, policies about fire safety, first aid and workplace hazardous materials, emergency procedures, ergonomics, injury prevention to list a few.

Specific jobs can have their own orientation, with a detailed job description and a job hazard analysis. Derek provided an example for a snack bar clerk, and gave an outline of the content of the job description, as well as a job hazard analysis. This analysis includes the steps of the job, tools and material needed, a review of health and safety hazards and control measures in place.

### Resources

A number of resources were highlighted during Derek's presentation:

*H&S and the Volunteer* Publication of the Education Safety Association of Ontario ESAO. Price \$10.00 (<http://www.esao.on.ca/scriptcontent/index.cfm> > Resource Books)

WSIB site - description of health and safety orientation:

[http://www.oshforeveryone.org/wsib/osh\\_pgm/training/orientation.html](http://www.oshforeveryone.org/wsib/osh_pgm/training/orientation.html)

The Ministry of Labour provides an excellent site for general information. It provides guides for understanding the Occupational Health & Safety Act, a guide for JHSC, smoking in the workplace, etc. This is one site that is useful as a resource - <http://www.gov.on.ca/LAB/ohs/ohse.htm>

The Canadian Centre for Occupational Health and Safety is also an excellent resource site especially for JHSC guidelines and formation as well as having a large inventory of very good safety material. <http://www.ccohs.ca/>

The Education Safety Association of Ontario, links to other sites, safety information <http://www.esao.on.ca> "Resources", "Related , Links"

---

Visit the FOCAL website for full-text documents and PowerPoint presentations of the full presentation. In addition, the website links to many resources, sample documents, policies and related topics:

**Risky Business: you and your volunteers** - <http://www.friendsoflibraries.ca/volunteer.htm>

## Toronto Public Library – Volunteer Management Planning

Greg's presentation went on to describe the volunteer management program at the Toronto Public Library. There are over 1000 volunteers involved in key programs such as reading, homework clubs and adult literacy. They experience a 40% turnover of volunteers every year.

Greg shared with us a volunteer manual, and documents from a training program that took one to two years to develop. Each volunteer position has a profile, outlining their responsibilities and qualifications. The profile also describes orientation and training sessions, the supervision and assistance provided by the library, and the location of volunteer-client meetings.

Volunteers fill in an application form and provide references. An interview is conducted, and a police records check takes place. One listener asked how to turn down a volunteer, and a number of strategies were suggested:

- offer opportunities in other locations
- explain qualifications do not match skills in the job description
- describe other volunteer opportunities
- be objective and fair
- suggest training they could easily get

The training program for volunteers at Toronto Public Library contains elements of due diligence and includes steps to show reasonable care as described by Derek. A volunteer does not receive a placement until they have completed the training program. Onsite supervision and ongoing training continue after the placement.

---

Visit our website (<http://www.friendsoflibraries.ca/volunteer.htm>) to find volunteer management ideas and documents, including those handled out at this presentation. The Southern Ontario Library Services maintains a comprehensive resource list on this topic - [www.sols.org/links/clearinghouse/hrresources/index.htm#Volunteer](http://www.sols.org/links/clearinghouse/hrresources/index.htm#Volunteer)

Barrie Public Library - Volunteer Policy  
Camrose Public Library - 18.0 Volunteers Page 43-44  
Chatham-Kent Public Library Policy: VOLUNTEERS  
Chinook Regional Library Role of volunteers  
Cobourg Public Library Volunteer Program  
Hamilton Public Library. Secondary School Students Volunteer Commitment Guidelines.  
Kingston-Frontenac Public Library. > About Us > Volunteering Volunteering at KFPL.  
Lacombe Public Library Personnel Policies - Library Volunteer Job Description Page 23-14  
Medicine Hat Public Library - Policy Volunteers  
Ontario Public Library Guidelines - 5.2 Links with other organizations and individuals  
Salt Spring Public Library Association Volunteer Handbook  
Surrey Public Library Policy Manual - 1.6.0 Volunteers  
Trillium Public Library (fictional library)- Volunteer policy  
Wainright Public Library 4.5b Library Volunteers  
Whistler Public Library Policy Manual - 1003.1 Friends of the Whistler Public Library Society  
Woodstock Public Library. Policy Manual. Section 11. Volunteers

# Volunteer Profile

## Volunteer Profile

**Position Title:** Leading To Reading Volunteer

**Locations:** The Leading To Reading Program takes place at the following Toronto Public Library branches:

**East Region**

**For information, phone Cathy Thomson, 416-396-8601**  
Agincourt, Albert Campbell, Cedarbrae, Malvern, Morningside, Thorncliffe Park

**North Region**

**For information, phone Denise Piper, 416-395-5990**  
Downsview, Fairview, Flemingdon Park, Humber Summit, Jane Sheppard, Woodview Park, York Woods

**South Region**

**For information, phone Trevor Pross, 416-393-7682**  
Annette Street, Bloor/Gladstone, Dufferin/St.Clair, Northern District, Parkdale, Parliament, Queen/Saulter, Sanderson

**West Region**

**For information, phone David Kondo, 416-394-5012**  
Albion, Eatonville, Evelyn Gregory, Humberwood, Jane/Dundas, Maria A. Shchuka, Mimico, Mount Dennis, New Toronto, Oakwood Village, Richview, Weston

**Summary Statement:** At Toronto Public Library, our mission is to encourage and foster an interest in reading and life long learning. Reading practice volunteers are paired with elementary school children who have reading difficulties. Reading practice volunteers build children's reading confidence and motivation, provide a positive reading experience, and promote the enjoyment of reading by using the library as a resource.

**Responsibilities:**

- ◆ Meet the same student one hour per week at the Library at a regularly scheduled time
- ◆ Encourage reading by reading together and engaging in a variety of reading games and activities
- ◆ Assist their partner in selecting reading material
- ◆ Keep written notes each week regarding the reading session
- ◆ Keep parent(s) and program staff advised and up-to-date on their partner's progress
- ◆ Familiarize your partner with the Library and encourage the child to borrow

Sample Documents from  
Toronto Public Library  
volunteer program.

**Qualifications:**

- ◆ Fluent and well-versed in written and spoken English
- ◆ Able to relate well to children and enjoys working one-to-one with a child
- ◆ Can work well independently
- ◆ Communicates well with both children and adults
- ◆ Able to act as a mature reading role model
- ◆ Teaching experience is not essential
- ◆ Placements are subject to the return of a satisfactory Police Reference Check (which is paid for by the Toronto Public Library).

**Orientation and Training:**

- ◆ Training, provided by Library staff, covers:
  - ◆ Basic reading theory
  - ◆ Tutoring techniques
  - ◆ Problem solving
  - ◆ Time management
  - ◆ Behaviour management
  - ◆ Building relationships with the children
  - ◆ Creating a positive attitude to learning and reading
  - ◆ Program structure and procedures
- ◆ A separate on-site orientation, provided by Library staff, covers:
  - ◆ Local program procedures
  - ◆ Local library and program resources
- ◆ Printed materials, outlining program procedures and reading strategies, are provided.

**Time and Place:** One-hour sessions take place in library buildings once per week at a regularly scheduled time that is mutually suitable. In general, sessions are held after school, in the evening, or on Saturday.

**Commitment:**

- ◆ The duration of the elementary school year (October through May at most sites)
- ◆ A few sites offer the option to volunteer during the summer.
- ◆ A regularly scheduled time commitment of one hour per week is required.
- ◆ Applications may be accepted at any time.

**Onsite Supervision:** Library staff provide assistance and on-site supervision during the program. They are available for consultation at other times by appointment.

**Privileges:**

Volunteers may copy at the staff rate.  
Overdue fines and non-resident fees are waived for current volunteers with six months or more of active service.



## VOLUNTEER CODE OF ETHICS

Toronto Public Library inspires the spirit of exploration, the joy of reading, and the pursuit of knowledge for peoples of all ages and backgrounds, beginning with the very young.

By volunteering at the Toronto Public Library you help us to achieve this vision through your dedication and commitment to Library services and programs.

In carrying out your responsibilities you are dedicated to the following principles:

**Active Participation** - through consistent attendance, regular communication, and participating in on-going training

**Confidentiality** - by maintaining confidentiality in all your activities

**Non-discrimination** - by recognizing the dignity and worth of every person and abiding by the principles of the Human Rights Code

**Co-operation** - by working together with learners, other volunteers, and Library staff in a spirit of mutual understanding and respect

Volunteer Name: \_\_\_\_\_

Revised: December 17, 2004





## Gathering of Friends in Calgary

Date: June 18, 2005

Time: 10.00 a.m. to 2.00.p.m.

Location: Calgary Public Library

Agenda:

"Bring & Brag" Exhibit

– *show and tell us about your fund raising ideas & "fun" programmes.*

What challenges do you have?

– *group discussion*

Lunch

**Annual General Meeting** from 1 – 2 p.m.  
Members interested in joining the Annual General Meeting by our free teleconference connection should contact FOCAL for instructions. ([focal@friendsoflibraries.ca](mailto:focal@friendsoflibraries.ca))

### INSIDE THIS ISSUE

Page

2 Action Plan - feedback needed

3 Cranbrook – moving forward

4 Canada Reads

5 - 6 Friends' forum . . .

OLA sessions – Supplements 1 and 2

## Introducing our new Vice-president

W. Glen White, resident of River John. Nova Scotia currently serves as Chair of The River John C@P; Vice Chair of Friends of the River John Library; Chair of River John's Strategic Action Group; Director of Pictou County Health Board; Chair of The River John Broadband Committee.

Glen will travel to Calgary for our Gathering of Friends and Annual General Meeting to meet with members able to join us in person or by teleconference.

As part of our strategic planning process there are many opportunities to volunteer – newsletter committee-listserv moderator – FOLUSA listserv member – website maintenance. Please look for ways you can volunteer to make a special contribution to the work of our committees, Executive Committee and Board of Directors

## Strategic Plan

*We are looking for your input!  
A copy of the Action Plan was  
sent to members with this  
Spring 2005 newsletter.*

*Please take a few minutes to review the summary  
of our strategic planning process to date,  
and let us know your thoughts.*

[www.friendsoflibraries.ca/reg-planning.htm](http://www.friendsoflibraries.ca/reg-planning.htm)

**GOAL: COMMUNICATIONS: USING A VARIETY OF COMMUNICATION METHODS (PRINT, VOICE AND ELECTRONIC) MAXIMIZE THE NETWORKING AND INFORMATION SHARING POTENTIAL OF THE FOCAL MEMBERSHIP.**

Specific Steps/Tasks needed to achieve the ACTIVITY

**PRINT**

- Promote and market newsletter as a communication tool for members to exchange news and ideas
- Website with members' only section to provide easy access to current newsletter
- Change newsletter format to a shorter, more frequent publication

**VOICE**

- Develop two-way communication
- Use audio teleconferencing for regular meetings, workshops and annual general meeting

**ELECTRONIC**

- Use e-mail – strengthen use of listserv
- Join FOLUSA listserv
- Newsletter - online digest of current issue for non-members and provincial contacts
- Calendar e-mail digest- upcoming events for non-members and provincial contacts
- Offer back issues of newsletter archives on website

**GOAL: PARTNERSHIP: CREATE A SCHEDULE OF REGIONAL MEETINGS AND WORKSHOPS TO BRING FRIENDS GROUPS TOGETHER.**

Specific Steps/Tasks needed to achieve the ACTIVITY

- Schedule regional workshops
- Develop Sharing of Ideas template for workshop agenda
- Identify national, provincial or regional library association meetings and contact for opportunity to offer programming
- Sponsor a FOCAL representative to make a presentation at regional workshops
- Teleconference annual general meeting
- Teleconference portion of regional workshop for guest speaker or participation of delegates

**GOAL: LEADERSHIP: INCREASE THE AWARENESS OF THE ROLE OF FRIENDS OF LIBRARIES ACROSS CANADA**

Specific Steps/Tasks needed to achieve the ACTIVITY

- Work more closely with provincial library associations
- Identify “Champion” in each province
- Exhibit or present Friends program at national, provincial or regional library conferences
- Add provincial representatives to FOCAL listserv
- Develop mailing list of provincial association representatives
- Advertise in library literature
- Contribute articles in library literature
- Assemble a list of all support and Friends groups via the provincial organization / association in order to form a contact base.

## Cranbrook – Moving Forward community project

As they say, the **Friends of the Cranbrook Public Library** are “becoming one of the more active community groups here in Cranbrook”. This might be considered an understatement! The Friends, in support of the Cranbrook Public Library have received a \$168,000 grant from Human Resources and Skills Development Canada (HRSDC) to be spent between Nov. 2004 and June 2005.

The project is called “Moving forward within our community” A number of aspects of the project include:

Hire 8 employees

Produce newsletter and other publications to inform the public of the involvement of Friends in the community

Friends membership drive – goal 200

New signage for the library

New directional banners

New security system

Collection review/weeding

Design and build Teen Room “The Hub”

Clean and repair books, audiobooks, CDs and videos

Develop series of events for both Friends and the Library

### FOCAL on exhibit in Halifax . . .

Vice President Glen White and Regional Director Peggy Hiscock will see that the FOCAL banner is flying at the May conference of the Atlantic Provinces Library Association.

The conference theme is Our Libraries, Our Communities and runs May 25-29, 2005.

#### Volunteers Needed

Website assistant - Help keep the website up-to-date

Listserv moderator – read e-mail sent to the FOCAL listserv, and assist members

Newsletter Committee – members needed

### Annual General Meeting - June 18, 2005

Our Annual General Meeting will be via teleconference from 1 – 2 p.m MDT., so that any interested member across Canada may participate. Please contact FOCAL to receive your instructions and the toll-free number. (focal@friendsoflibraries.ca)

1. Welcome
2. Approval of Agenda
3. Minutes of 2004 Annual General Meeting
4. Business Arising from the Minutes
5. President’s Report
6. Treasurer’s Report - Financial statement
7. Directors’ reports
8. Constitution and By-law amendments
9. 2005-2006 Executive
10. Strategic Plan/Action Plan
11. New Business

Visit our website for the draft documents  
<http://www.friendsoflibraries.ca/annua.html>

## Canada Reads – Friends and Libraries help in the promotional campaign

A Seattle Librarian Nancy Pearl, who originated the idea of a promotional campaign “One Book, One Community” was the basis of an idea for Canada’s first one book campaign undertaken on a national scale by the Canadian Broadcasting Corporation. CBC’s Canada Reads campaign has taken on the form of a literary survivor reality show.

CBC Executive Producer Talin Vartanian reported on the Canada reads program to enthusiastic delegates at the Ontario Library Association Superconference, in a session sponsored by FOCAL. She acknowledged the huge impact Canada Reads has on book sales, and on library circulation.

The criteria for book selection includes that the book must be in print, a work of fiction, written by a Canadian author and in English or available in an English translation.

Spin off activities generate more media attention and publicity for the library, and sometimes raise money for literacy. Staged readings by local celebrities, a “books inspire” art auction, and local “peoples” choice” debates are some examples.

Talin also listed the Chesley Challenge, which declares a winner every year on the FOCAL website, the community which records the highest percentage of readers of the winning book. Talin noted the rural community, Wolsey Saskatchewan, which won the first two years – the campaign works well in a rural area with a small population.

The Canada Reads campaign attempts to reach those who are not readers.

Some public libraries also do one book campaigns. The Toronto Public Library looked at “the book that changed my life”, while Brockville featured a local mystery author. Their campaign included a bus tour and the author visiting local high schools to talk about the process of writing

“Canada Reads for Kids” is a new campaign being proposed, possibly for a fall 2005 launch. A literacy program for teens could involve a partnership with high schools. Talin solicited feedback on this idea from among delegates listening intently to her ideas, and has offered to speak about this campaign at the OLA Superconference in 2006.

A university survey revealed teens read less than one hour a week for pleasure. The Canada Reads for Kids could feature a dialogue between kids, teachers and librarians.

Next issue:

## FOCAL Mailbox – Conflict of Interest

This question came into the FOCAL mailbox: **Does FOCAL have any conflict of interest guidelines for Friends' Boards?**

## Friends' Forum . . .

**Friends of Orillia Public Library** members Lynda and Jim Harris attended the OLA conference. The Save-a-tapes program continues, which receipts from A&P, Zehr's and IGA generating revenue.

The **Orillia Friends** newsletter now includes a regular insert, where members are invited to submit poetry. The insert, a single sheet, double sided included three clever contributions as well as some simple line art.

The Fall newsletter of the **Orillia Public Library** reported news of the Friends. President Evelyn Johnstone and OPL Volunteer Coordinator Jayne Turvey manned the Orillia Public Library booth at a community "Give Back, Feel Good Volunteer Fair in September. The same newsletter reported the Friends' donation of \$7,929 for special additions to the collection.

Andree Delagrave, Assistant Deputy Minister Transformation, Library and Archives Canada presented to **The Friends of the Library and Archives of Canada** Board of Directors in December 2004. Their presentation, entitled "Transformation Journey", provided a summary of what they have accomplished so far and outlined their future intentions. The Friends were praised for their enthusiasm and support during this long Transformation journey.

As part of the transformation of the former Public Archives of Canada and National Library of Canada, the former Friends groups of each institution unanimously agreed to create a new organization, Friends of the Library and Archives of Canada.

Visit their website at:  
<[www.collectionscanada.ca/friends/index-e.html](http://www.collectionscanada.ca/friends/index-e.html)>

The **Friends of the Sault Ste. Marie Public Library** reported proceeds of \$707 from their Children's Book Sale in the winter of 2004. Held at a local community centre, the booksale coincided with a swim meet and hockey tournament taking place at the facility.

Two Children's book sales held since then, Nov. 2004 and Feb. 2005 recorded sales of over \$690, reports Treasurer Richard Macnaughton.

The Sault's bookstore coordinator Sandra Downs was given special thanks for her tireless support. The store is being reorganized and all categories of books are being labelled. A new addition of a children's area in the front room, so the parents can browse while the little ones are occupied, has proven to be a popular idea.

A raffle of a painting donated by artist Florence Lennox raised \$1,320 for the **Friends of the Belleville Public Library**. The raffle was won by Belleville Mayor Mary-Anne Sills. Their newsletter noted the real winner of the raffle was the library, as the beautiful water-colour was donated to the library by the Mayor during her New Year's levee at City Hall.

The Friends table at the Belleville library's recent Craft Show featured the sale of a gorgeous library quilt. The project raised \$5,000 and the December newsletter gave Donna Chambers credit for the idea and the quilting skill for this successful fundraiser. At a February "Valentines for Friends" tea, Friends with more than five years of service received Honour with Books awards.

---

**"Love your Library" Campaign**  
**Brockville** invites supporters to pick up a coin card, fill it with quarters, and return it to the library and receive a charitable receipt.  
[www.superaje.com/~bpl/loveyourlibrary.pdf](http://www.superaje.com/~bpl/loveyourlibrary.pdf)

## Friends' Forum . . .

A membership drive during October at selected libraries added 29 new members for the **Friends of the Winnipeg Public Library**. The fall library newsletter promoted the sale of "Little Friends Book Bags", as well as Friends T-shirts with the Friends logo in purple.

The new logo, created by Allan Lorde, conveys the friendly spirit of the group, and offers the simplicity and flexibility necessary for effective use in a variety of formats. The Friends acknowledged the endeavour with an honorarium to Mr. Lorde's graphic arts class at Red River College.

This new logo was introduced as part of plans to open a gift shop in the new Millennium Library. The Winnipeg Friends received a grant of \$8,000 from the Winnipeg Foundation, which will be applied to start-up costs for their Millennium Library gift shop. The Friends received a matching grant from the Winnipeg Public Library Board. In addition to a grant in 2003 for \$5,000 from the Library Board, the Friends expressed appreciation for the Library Board's generosity and community spirit.

See logo on page 4 of the library newsletter:  
<http://wpl.winnipeg.ca/library/pdfs/@thelibrary5.5.pdf>

The Library Store called book' mark, run by the **Friends of the Vancouver Public Library**, marked ten years of successful fundraising. Popular merchandise includes writing sets, boxes of stationery, cards, soaps, journals and notebooks. Calendars, diaries, booklights and product bearing the library logo are also sold, and Friends enjoy member discounts in the store.

The Friends announced a new website – [www.friendsofthevpl.ca](http://www.friendsofthevpl.ca). It can be used by those exploring volunteer opportunities, sending an e-mail to the newsletter editor as well as suggesting opportunities to potential new members.

The **Friends of the Ajax Public Library** had a booth at the Ajax Family Festival. Friends were selling tickets for a raffle during this event. During the fall The Friends collected oral history as part of the town's 50<sup>th</sup> anniversary celebration.

Their Fall newsletter reported the Friends planned to attend the Town Council meeting to present a cheque for \$100,000 towards the Million-Dollar campaign. The newsletter also promoted sales of tickets for a performance by Mary Lou Fallis at a local community theatre, as well as season's tickets for the Ajax Film Circuit

## New Friends . . .

Based on attendees at our sessions at the Ontario Library Association Superconference, a new Friends group is underway in **North Perth Public Library**. Library branches in Listowel, Atwood and Monkton will benefit from their efforts in promotion and support. If all goes well a new Friends group might also form in Cochrane as well!

**Job descriptions are one strategy** to help recruit a volunteer. This one is copied from the newsletter of the Friends of the Vancouver Public Library.

Position: Editor of Society Newsletter:

### Duties

- Publish four newsletters for the Society each year according to the schedule agreed upon by the Board
- Collect the submissions and material for each edition, edit them and lay out the newsletter
- Ensure that the newsletter is proofread by at least two proof readers before checking for final accuracy and sending it to the printer
- Ensure the timely mailing and distribution of the newsletter and any agreed upon inserts
- Ensure that the newsletter accurately reflects the activities and membership concerns of the Society's membership

**A GATHERING OF FRIENDS OF THE LIBRARIES  
2<sup>ND</sup> ANNUAL**

**AGENDA**

Date: **Saturday, 24<sup>th</sup> September, 2005** Hosted by **FRIENDS OF THE AJAX PUBLIC LIBRARY**

Place: Ajax Public Library  
Main Branch – Rotary Room  
55 Harwood Ave. South,  
Ajax, Ont.  
Phone (905) 683-4000

Time: 10.00 a.m. to 2.00.p.m.

10.00.a.m. Registration

10.30.a.m. “Bring & Brag”  
Show and tell us about your fund raising ideas  
& “fun” programmes.

12 noon Lunch

12.30.p.m. What challenges do you have?

2.00.p.m. Tour of the library facilities.

Cost: \$5.00 per person – includes lunch – Coffee/tea/juice/water

PLEASE MAIL YOUR REGISTRATION AND CHEQUE FOR REGISTRATION FEE BY 14<sup>TH</sup>  
SEPTEMBER, 2005. For information call 905-683-6632 Ext 29 or email Cheryl Braz at [cbraz@sympatico.ca](mailto:cbraz@sympatico.ca)

---

## **Registration Form**

Mail to:  
Friends of the Ajax Public Library  
55 Harwood Ave. South,  
Ajax, Ont. L1S 2H8

Name: ----- Phone Number: -----

Mailing Address: -----

Friends Group: -----Email Address:-----

## Added to the FOCAL Market

[www.friendsoflibraries.ca/market.html](http://www.friendsoflibraries.ca/market.html)

**Books Are Fun** (a Reader's Digest Company) offers book fairs and book displays for non-profit organizations across the United States and Canada. Contact the toll-free number to locate a representative in your area.

1680 Hwy 1 North  
Fairfield, IA 52556  
Phone: 1-800-864-4941  
Fax: 1-888-729-9058  
<http://www.booksarefunltd.com/whatwedo.aspx>

**JanWay Company** provides the library market in the US and Canada with fundraising and promotional items. An extensive website ([www.janway.com](http://www.janway.com)) has product and pricing information for more than 500 products. Use the website as a resource for libraries and Friends who are looking for ways to promote their library or find products that are appropriate for library fund raising.

**Please help us to keep the  
FOCAL Market listings current and  
comprehensive – let us know if you  
are selling or fundraising with a  
particular product line.**

---

### “The Roadshow” from Revenue Canada

Have you heard of “The Roadshow” offered by Canada Customs and Revenue Agency? These free information sessions are offering to assist registered charities to comply with the Income Tax Act.

Sessions are to be held in June, and from September to December, 2005.

See <http://www.cra.gc.ca/tax/charities/roadshow/>

## FOCAL's Executive

PRESIDENT – Jami Van Haaften  
Friends of the Sudbury Public Library  
1826 Marie Ave., Sudbury, Ont. P3E 2X8.  
Telephone: 705-523-3415  
E-mail: [focal@friendsoflibraries.ca](mailto:focal@friendsoflibraries.ca)

VICE-PRESIDENT - Glen White  
River John Friends of the Library Society

TREASURER – Val Marshall  
Ajax Friends of the Library  
E-mail: [amarshall1061@rogers.com](mailto:amarshall1061@rogers.com)

SECRETARY – Dorothy Macnaughton  
Friends of the Sault Ste. Marie Public Library  
E-mail: [macnaug@sympatico.ca](mailto:macnaug@sympatico.ca)

PAST-PRESIDENT – Val Marshall

### DIRECTORS

BRITISH COLUMBIA – Jocelyn MacNeil  
Friends of the Vancouver Public Library  
E-mail: [macniel@telus.net](mailto:macniel@telus.net)

PRAIRIES/TERRITORIES - Nicholas Spillios  
Friends of the Edmonton Public Library  
E-mail: [nikos@telusplanet.net](mailto:nikos@telusplanet.net)

CENTRAL CANADA – Jim Nicol  
Friends of the Dundas Public Library (Hamilton)

ATLANTIC CANADA - Peggy Hiscock  
E-mail: [phiscock@nnsnp.library.ns.ca](mailto:phiscock@nnsnp.library.ns.ca)

Canadian Library Trustees Association  
- vacant

Canadian Association of Public Libraries  
– Rick Walker (Winnipeg)

Canadian Library Association  
- Pat Jobb (Edmonton, Alberta)

Consultant - Terry Sarazen  
E-mail: [tsarazen@sols.org](mailto:tsarazen@sols.org)