

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

500 South Bronough Street

Tallahassee, FL 32399

850.245.6607

info.florida.gov/about-us/friends

Fiscal Year 2023-2024 REPORT

I. Statutory Authority or Executive Order Creating Organization

Section 257.43, *Florida Statutes*, provides statutory authority for the organization.

II. Mission and Results Obtained

Mission

The Friends of the State Library and Archives of Florida Inc. promotes and enhances the programs and services of the Division of Library and Information Services for the benefit of Florida's residents. The Friends group supports expanding public access to knowledge, cultural heritage and information so that Floridians achieve their personal, educational and professional goals.

Results Obtained During FY 2022-2023

Together with the Division of Library and Information Services, the Friends provided enriching activities and resources to help advance, support and promote the importance of Florida's rich history and culture and access to excellent library service.

The primary means by which the Friends accomplished the above is in providing support to Division staff and programs including:

- Sponsored two Florida History Day awards on behalf of the State Archives of Florida.
- Sponsored two research stipends on behalf of the State Archives and State Library of Florida.
- Provided cold water service to staff working at the State Records Center.
- Supported the 2022 DOS Sunshine Awards and Employee Appreciation events.
- Sponsored three affiliated professional organizations' annual conferences.
- Supported the purchase of promotional materials for the Division's resource sharing platform, FLIN SHAREit.

III. Three-Year Plan for FY 2023-2024 to 2025-2026

Friends of the State Library and Archives of Florida Inc.

Three-Year Program Plan 2023-2026 (July 1, 2023 – June 30, 2026)

The Board of Directors identified five areas and goals to continue concentration of planning efforts in the next three years. The list below is not indicative of the order of address or priority.

Awareness: Raise awareness of the work of the Division of Library and Information Services and the Friends' role in supporting their work.

Fundraising: Develop a fundraising strategy.

Membership: Build general membership in the Friends.

Partnerships: Build partnerships with external groups, including other Florida Friends groups, libraries, archives, and cultural heritage organizations.

Staff Support: Provide financial and administrative support for the services, programs and staff of the Division of Library and Information Services.

IV. Code of Ethics

The Code of Ethics of Friends of the State Library and Archives of Florida Inc. is as follows:

PREAMBLE

(1) It is essential to the proper conduct and operation of Friends of the State Library and Archives of Florida Inc. (herein "CSO") that its board members, officers and employees be independent and impartial and that their positions not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, *Florida Statutes* requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers and employees in situations where conflicts may exist.

(2) It is hereby declared to be the policy of the state that no CSO board member, officer or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Friends of the State Library and Archives of Florida Inc., board members, officers, and employees in the performance of their official duties.

STANDARDS

The following standards of conduct are enumerated in Chapter 112, *Florida Statutes*, and are required by Section 112.3251, *Florida Statutes*, to be observed by CSO board members, officers and employees.

1. Prohibition of Solicitation or Acceptance of Gifts

No CSO board member, officer or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based

upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

2. Prohibition of Accepting Compensation Given to Influence a Vote

No CSO board member, officer or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer or employee was expected to participate in his or her official capacity.

3. Salary and Expenses

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses or other compensation as a CSO board member or officer, as provided by law.

4. Prohibition of Misuse of Position

A CSO board member, officer or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit or exemption.

5. Prohibition of Misuse of Privileged Information

No CSO board member, officer or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

6. Post-Office/Employment Restrictions

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer or employee for a period of two years after he or she vacates that office or employment position.

7. Prohibition of Employees Holding Office

No person may be, at one time, both a CSO employee and a CSO board member.

8. Requirements to Abstain From Voting

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the

memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

9. Failure to Observe CSO Code of Ethics

Failure of a CSO board member, officer or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of State terminating its agreement with the CSO.

V. Current Federal Internal Revenue Service Return of Organization Exempt From Income Tax Form (Form 990)

The Friends of the State Library and Archives of Florida Inc., for the 2022 tax year, submitted IRS Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required to File Form 990 or 990EZ.

The IRS annual reporting requirement for small exempt organizations with limited gross receipts [requires](#) such organizations to electronically submit Form 990-N (*e-Postcard*) for small organizations, unless they choose to instead file a complete exempt organization return.

Please see IRS Form 990-N for 2022 tax year below.

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2022

Open to Public Inspection

For the 2022 Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: FRIENDS OF THE STATE LIBRARY

AND ARCHIVES OF FLORIDA INC

500 South Bronough Street,

Tallahassee, FL, US, 32399

D Employee Identification

Number 20-3900938

Website:

F Name of Principal Officer: Florida Division of Library and
Information Services

500 South Bronough Street,

Tallahassee, FL, US, 32399

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

This organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times are 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.