



**FRIENDS OF AVON FREE LIBRARY**

143 Genesee Street, Avon N.Y. 14414

2017 NYLA Annual Conference

10 Nov 2017

Bringing Friends Back From the Brink

First Stop: American Library Association ([www.ala.org/united/friends](http://www.ala.org/united/friends))

Libraries Need Friends toolkit & their Fact Sheets for a volume of information

Nolo Press (<https://store.nolo.com/products/how-to-form-a-nonprofit-corporation-nnp.html>)

To Do's (Legal stuff)

Come up with a Name

Check out the name's availability with New York State  
([https://www.dos.ny.gov/corps/bus\\_entity\\_search.html](https://www.dos.ny.gov/corps/bus_entity_search.html))

(Optional) File an Application for Reservation of Name (places a 60 day hold) (Form DOS-0635-f-a) (<https://www.dos.ny.gov/corps/nfpcorp.html> - the first section is the Application for Reservation of Name) – Unless there is another Friend's group in a town with a library whose name is just like yours, chances are the name isn't going to be taken if it isn't already.

Apply for a Consent from Department of Education – Call (518) 473-8296 for the up-to-date instructions (it's easier than using their website).

Incorporate by filing a Form DOS1511-F (Rev 02/16) with New York State.  
(<https://www.dos.ny.gov/corps/nfpcorp.html> - The second section is the Certificate of Incorporation).

Take Note: You want to make sure you are on the Not-For-Profit Corporation Filings page in the blue border just below the menu line.

Apply for an Employer Identification Number (EIN) (<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>)

File a 1023-EZ for your 501c3 (<https://www.irs.gov/forms-pubs/about-form-1023ez>)

Once you have your 501c3, file with the New York State Charities Bureau – Form CHAR410  
([https://www.charitiesnys.com/charindex\\_new.html](https://www.charitiesnys.com/charindex_new.html))

The 501c3 certificate is like gold – make a couple of copies and keep those safe.



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Costs (check all of these to see if they've changed)

DIY

Reservation of Name - \$20

Dept. of Education consent - \$10

Incorporation - \$75

EIN - Free! Yeah!!!

IRA 501c3 - Using the E-Z filing (no assets, income <\$50k) (\$275), Long form (income <\$10k, \$400, otherwise \$850)

NYS CHAR410 - \$25 (if you aren't exempt)

Hiring a Professional

In the range of ~\$1,500+

To Do's (Internal stuff)

Establish mission with Library's Board input.

Draft a Memorandum of Understanding between your Friends group and your Library so everyone is on the same page.

Draft a Constitution and By-Laws

Establish a Dues structure

Consider a Long-Range Plan - Start small if you haven't done one of these - say 3 years then move up to a 5 year plan. Make sure part of the plan is to actually revisit the plan.

It is perfectly acceptable for your first year to be "Making it official"



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