



Friends of Libraries Section

The mission of the Friends of Libraries Section is to promote and inspire local Friends groups in libraries of all types for the betterment of New York State's library community.

Where Can I Learn More About Friends Groups? Resources about Friends of Libraries

Book Sale Finder (<http://booksalefinder.com/NYU.html#browse>)

Click on a state on the USA map and find book sales, ongoing sales in libraries, and library bookstores. Libraries may list traditional book sales at no cost. This specific extension goes to sales in Upstate New York. Includes dates, hours, size of sale, pricing, and more.

Ditzler, Pat and JoAnn Dumas. **A Book Sale How-To Guide: More Money, Less Stress** (ALA Editions, 2012).

These book sale veterans provide the best strategies for gathering and processing donations year round and how to organize teams to sort, price, and manage the physical inventory. Includes sample forms. Everything from set-up to clean-up and financial controls with case histories of successful ongoing book sale operations.

Dolnick, Sandy. **The Essential Friends of Libraries: Fast Facts, Forms, and Tips**. American Library Association, 2005.

The entries in this easy-to-use dictionary are entitled "Fast Facts for Friends in a Hurry." The book includes a CD with 75 forms, guidelines, and sample documents in MS Word format that can be easily customized. Entries are cross-referenced to related topics and keyed to the CD. Includes finances, legal aspects of Friends groups, programs, committees, raffles, and volunteer management.

Dolnick, Sandy, ed. **Friends of Libraries Sourcebook**. 3rd ed. American Library Association, 1996.

Expert advice for all types of Friends groups. Well indexed, with many examples of case studies (noted as "Focus") and graphics from Friends groups around the country. Although geared to large and multi-branch libraries, most ideas are scalable. See p.29 for "The Ten Commandments of a Successful Friends Group." Sample letters, brochures, publicity, and fund-raising activities. Still quite useful even 20 yrs. later (exercising caution about the chapters on the IRS nonprofit rules and the computer advice).

Driggers, Preston F. and Eileen Dumas. **Managing Library Volunteers: A Practical Toolkit**. 2nd ed. American Library Association, 2011.

Regardless of the size of the library, working effectively with volunteers is the key to harnessing their enthusiasm for the library's benefit. Whether you are starting from scratch or re-energizing your current system, this hands-on guide is packed with ideas on recruiting top-notch people, matching volunteers with the needed tasks, and training tips. Also discusses legal and risk management issues. More than 40 forms, including job descriptions, planning checklists, applications, and parental permissions for younger volunteers.

Friends of Connecticut Libraries (FOCL) (<http://foclib.org>)

You'll be "surfing" for hours with this as your starting point. Be certain to look at "Resources for Friends," a collection of hotlinks on book sales, fund-raising, by-laws, volunteers, and advocacy. The calendar of book sales and used book stores all over CT is a thing of beauty! See the **Handbook for Connecticut Library Friends** (August 2006) and a valuable table entitled "**Working Together**" which outlines roles and responsibilities of the library director, trustees, and Friends. The **Handbook** is 80 pages long, with everything your group needs to start; absolutely invaluable! Read pg.8-9 for planning steps and a sample agenda for an invitational meeting of your core group of supporters and pg.16-19 for

step-by-step instructions to develop the agenda for the first public meeting. (These two resources are also on WebJunction; see entry below.)

Friends of Libraries Section/New York Library Association (www.nyla.org/friends)

Check here for current program offerings at the NYLA Annual Conference and archived presentations and handouts. Locate information on joining FLS, the Section's current officers, election information, and awards. Under "Publications" see the archives of the current and past newsletters with itemized content lists. Of interest, "Annual Reports: Tell Your Story!" (*Empire Friends: News and Notes*, issue no. 56, Spring 2014, p 1, 7.); "What's So Scary About a Memorandum of Understanding?" (issue no. 57, Fall 2014, p.5-6.).

The Friends of the Saint Paul Public Library (<http://thefriends.org/consulting/tools-and-resources/helpful-links/>).

One of the nation's premier Friends organizations with 3,000+ members. Founded in 1945, The Friends of the Saint Paul (MN) Public Library did things so well and marketed themselves so widely, everyone wanted to know their planning techniques for book sales and more. So they started their own consulting group, **Library Strategies**, to provide services (at a cost) to library support organizations. There are hotlinks to ALA toolkits, suggestions for coalition building and fund-raising, and a tip sheet that can be downloaded, "Donor Relations for Libraries."

Internal Revenue Service (www.irs.gov)

Maintains links for each state to IRS offices for charities and nonprofits' regulations, tax filing, and business filing information under "State Links." Find here IRS **Form SS-4, Application for Employer Identification Number** (also known as a Federal Tax Identification Number). The IRS encourages applying online; there is no charge and the EIN is issued immediately. If the Friends choose to seek tax-exempt status, use Form 1023, Application for Recognition of Exemption (which is also part of the 501(c)(3) application process). See <https://www.irs.gov/charities-non-profits/application-process> to see a checklist on your group's eligibility to apply. **Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities** is invaluable for planning recordkeeping, annual reporting, and governance practices to become an exempt organization and then for maintaining tax-exempt status.

Library Trustees Association of New York State (www.librarytrustees.org)

LTA has been the statewide organization for public library trustees since 1949. Its expansive database of NY public library policies (more than 3,000 items) gives you current samples to use as models and "best practices" to consider. Policies are searchable by multiple criteria.

Mid-Hudson Library System (MHLS) (<http://midhudson.org>)

Providing a wide assortment of resources for trustees and Friends of the Library, MHLS offers local Friends groups staff consultation on by-laws and policies, long-range planning, and advocacy, among other topics. Their goal is to make library Friends "viable, vital, and visible" in the community. The links provide samples of Friends groups' brochures, a Board policy on Friends, fund-raising resources, and volunteer management. The Friends Group Resources page has links to notes from the System's Friends Support Group discussions.

New York Library Association (NYLA) (www.nyla.org)

NYLA's online bimonthly publication, **The e-Bulletin**, has included some articles on Friends groups: "How Powerful is Your Friends' Membership?" in "FLS Update," **The e-Bulletin**, February 2015 (vol. 63, no. 1) and "What Does Success Look Like for a Friends Organization?" in "FLS Update," **The e-Bulletin**, June 2015 (vol. 63, no. 3). Under the Career Resources tab, select Sample Policies, Procedures and Forms to view examples of policies collected from various NYS libraries.

New York State Attorney General's Charities Bureau (www.charitiesnys.com)

State of New York, Department of Law, Charities Bureau, 120 Broadway – 3rd Floor, New York, New York 10271.

Friends groups that have received 501(c)(3) status from the IRS and plan to solicit contributions must register with the Charities Bureau and follow its reporting requirements. The Attorney General's Charities Bureau is responsible for supervising charitable organizations to protect donors and beneficiaries of those charities. The Bureau also oversees the activity of foundations and other charities to ensure that their funds and other property devoted to charitable purposes are properly used. Includes a section of FAQs and links to guides, publications, and helpful websites. There are regional offices serving specific counties and their addresses are provided. A search function can find registered charities and fund-raising professionals. Financial reports of active charities in NYS are posted in PDF format. Statutes and regulations that govern charities in NYS, including solicitation of contributions, tips for those considering donations, and links to NYS law in respect to not-for-profit corporations, are provided. The guide "**Procedures for Forming and Changing a New York Not-for-Profit Corporation**" is posted on www.charitiesnys.com/guides_advice_new.jsp as a PDF.

NYS Department of Taxation and Finance Tax Forms (www.tax.ny.gov/forms)

Puzzled about NYS sales tax compliance? On the New York Library Association website, www.nyla.org, select the Career Resources tab and then Sample Policies, Procedures and Forms. Links are given for NYS **form 119.2, Application for an Exempt Organization Certificate for Sales Tax**, and **Publication 843, Guide to Sales Tax in NYS for Exempt Organizations** (48 pgs).

Nichols, Jerry and Rebekkah Smith Aldrich. **Handbook for Library Trustees of New York State**. 2015 edition. Available for free download at: <http://www.nysl.nysed.gov/libdev/trustees/handbook/index.html>.

All the key players provided assistance in preparing this book: the Division of Library Development of the New York State Library, the Library Trustees Association, and the Public Library Systems Directors Organization of New York (a.k.a. PULISDO). A section is devoted to Library Friends and Foundations emphasizing communication (e.g., appointing a Trustee Liaison to the Friends), written policies (operating agreement), and joint planning sessions.

Nonprofit Revitalization Act of 2013 (NYS)

The Act applies to any nonprofit organization that is incorporated in NYS and solicits charitable contributions in New York. Nonprofit organizations need to review their by-laws and policies to implement the changes (e.g., adopt a Conflict of Interest policy). For information on the Nonprofit Revitalization Act and libraries, visit www.nyla.org; in the search box use "nonprofit revitalization." To review frequently asked questions about the Act and libraries, see the New York State Library's webpage: <http://www.nysl.nysed.gov/libdev/trustees/coi-faq.htm>.

Pro Bono Partnership (www.probonopartner.org)

The Pro Bono Partnership provides free business and transactional legal services to nonprofit organizations serving the disadvantaged or enhancing the quality of life in neighborhoods in New York, New Jersey, and Connecticut. Their website indicates they specifically serve the lower NY Hudson Valley, but other groups may make an inquiry. See "Client Qualifications." A "Nonprofit FAQs" section provides prepared responses to frequently asked questions unique to nonprofits, including incorporation. The Partnership will charge a flat fee to assist a group with incorporation and tax exemption applications. Their 2014 presentation and handouts on legal issues for Friends organizations at the NYLA Annual Conference in Saratoga Springs are archived at www.nyla.org/friends.

Ramapo Catskill Library System (RCLS) (www.rcls.org)

Under the "Advocacy" tab, scroll down to select Friends Groups. Links to the RCLS Member Library Friends Groups takes you directly to the individual groups' websites, many with contact information for officers, membership forms, dues, meeting times, and activities.

Reed, Sally Gardner and Beth Nawalinski. **Even More Great Ideas for Libraries and Friends**. Neal-Schuman, 2008.

Flipping through this title, one idea is more arresting and exciting than the next! Strategic plans, “member-raising” tips, planning for advocacy, bookselling, and community outreach efforts are just some of the topics. For both new and established Friends groups. See **101+** below.

Reed, Sally Gardner. **101+ Great Ideas for Libraries and Friends: Marketing, Fundraising, Friends Development, and More.** Neal-Schuman, 2004.

Lots of financially rewarding and fun ideas for any group. Step-by-step instructions will help Friends replicate the ideas compiled from groups’ submissions about high profile programs, advocacy campaigns, increasing memberships, and efficient group operations. Includes examples of by-laws, missions, and duties of officers.

Reed, Sally Gardner. **The Good, the Great, and the Unfriendly: A Librarian’s Guide to Working with Friends Groups.** ALA Publishing, 2017.

Includes best practices from Friends nationwide on fund-raising, advocacy, programs, and membership development. Focused on getting positive results through developing leadership skills, staff/Friends/Board of Trustees partnerships, and motivating groups, harnessing their goodwill and enthusiasm to support and serve the library.

Reed, Sally Gardner. **Libraries Need Friends: A Toolkit to Create Friends Groups or to Revitalize the One You Have.** United for Libraries, 2012. 20 pgs. Download for free: www.ala.org/united/friends.

A concise article on the basics, from the decision to establish a Friends group through membership recruitment. A useful starting point. See Appendix B for a sample operating agreement (Memorandum of Understanding). This toolkit is also included in its entirety in Reed’s **101+ Great Ideas** (see below) and available on WebJunction.

United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations. (www.ala.org/united) A division of the American Library Association.

Parts of the United for Libraries website are open to the general public and parts are only accessible by password for their members. Under the “Resources for…” tab, select Friends groups. On the left sidebar, check out their Fact Sheets on more than two dozen topics such as forming a Teen Friends Group (#5) and Getting and Keeping Members (#17). www.ala.org/united/friends/factsheets. A free webinar on how to start a Friends of the Library group (2013) is available for viewing at <http://www.ala.org/united/training/webinars>. Organizational Tools for Friends Groups include a sample operating agreement and a document on understanding the roles of Friends, trustees, and directors. Find great ideas for celebrating National Friends of Libraries Week (held annually in October).

WebJunction (www.webjunction.org)

Offers free library-specific courses for staff, Friends, and trustees. On their homepage, under the heading “Explore Topics,” see “Friends & Trustees” under “Leadership.” The page pulls together resources from several state libraries and contains full-text booklets in PDF format. Topics include fund-raising strategies, trustees and Friends, advocacy, and marketing. A weekly feature called “The Social Library” highlights amazing programs from libraries that WebJunction follows on Facebook. Take a tour of these social media resources – you’ll glean tons of ideas for programs and library services the Friends could offer to your community!

Wemett, Lisa C. “Getting Started: Creating and Sustaining a Friends Group for Your Library.” **JLAMS**, Spring 2016 (vol. 12, no. 1). www.nyla.org/lams.

Organizing community volunteers to support the library’s programs and services? Initial work requires following a variety of steps: recruiting a steering committee, determining the Friends’ purposes and mission, developing by-laws, and holding a public meeting to found the Friends. Once established, expanding the group’s membership and implementing steps to grow the group’s leadership over time will serve to sustain an active organization.