Friendly Relationships

Working Together for the Library

Friday, November 5, 2:15 p.m.
With your hosts

Travis Olivera
Director, Hamilton Public Library (2018-present)

David Hopper
Friends President (2014-2019)
Vice President, Hamilton Public Library Board of Trustees (2019-present)

Diane Finch
Current Friends of HPL Board member (2015-present),
Past President (2019-2021)
About the Hamilton Public Library

- Municipal Library
- Originally “Fairchild House” circa 1835
- Chartered in 1904
  - Serves 4,239 Village Residents
  - And surrounding areas
- New wing in 1982, 2000
- Weekly Hours: 49
- 11,000 sq. ft.
About the Friends

- The Friends of the Hamilton Public Library, Inc. (FOL)
- 501(c)3
- Formally established in 2015
- There’s more on other slides, just wait!
Important Considerations

What are the Friends?
- “Booster Club” of the Library
- Do the Friends have formal By-laws? What should be included?
- To incorporate as a separate 501(c)3
- Who (Board, Admin, or Friends) will research and apply for grants
- Insurance for Friends
Working Together

What can the Friends do for you?

- Raise money, as a 501(c)3 they can accept charitable deductions
- Write grants
- Volunteer
- Provide support for initiatives outside the normal library budget (more on that later)
- Representation on Search Committee for Director
Working Together

What can you do for the Friends?

- Offer physical storage space
  - Office supplies
  - Sale books
- Advise, act as intermediary
- Advertise
- Web Presence
  - Including PayPal donation link
- Mailing address
- Purchases w/ Library Credit Card (provided your Credit Card Policy allows)
Examples of Funding for the Library

- Renovations
- Computers
- Program refreshments
- Summer Reading Program prizes, book giveaways
- Ice Skate sharpening
- American Girl Dolls
- Bunting
- BookPage subscription
- Movie License Purchase
- Museum Passes
- Fun shelving (see picture)
- And More!
Funding Requests Denied

Only one type we can think of:

The Friends ONLY provide program supplies (aka: snacks) to Library-sponsored events. Regardless of the organization and its goals, if it is not a “Library program,” then support will not be given. That would be up to the other organization to find a suitable donor.
Funding Sources

- Direct Solicitation via Newsletter
- Bake Sales
- Book Sale Room
- Local Business Support
- Raffles

Room for Improvement:

- Farmer’s Market Table, tote bags
- Some (not all) raffles
- Grants
About this Annual Newsletter

- Anyone who donates to the Friends is a ‘Friend.’
- There are SIX membership levels
  - Student ($10)
  - Donor ($15)
  - Sponsor ($25)
  - Patron ($50)
  - Benefactor ($100)
  - Other ($__)
- List of support over fiscal year, but not dollar amount
- Newsletter is a huge, coordinated effort between staff and Friends
- Who gets this Newsletter?
- When should it be sent?
Communication is Key

Establish clear boundaries from the start. Like any healthy relationship, setting early boundaries help later!

Directors - understand their by-laws, be an active participant in the group. Don’t let things surprise you! Invite Assistant Director/Board member to Friends meetings as well.

Friends Representation in Library Trustees Meetings

Friends Fails:

Fundraising for other nonprofit organizations
COMPROMISE

Annual Book Sale

Book Nook
MOU - Do you have one? (We don’t) (We’re working on it)

Or Memorandum of Understanding

What to consider?

- Write in collaboration with Trustees, Friends, and Staff
- Find a template (I have some..)
- How vague do you want this to be?

WHY a MOU?

- Boards come and go. This creates expectations when recruiting new board members, and avoids mix-ups/disagreements with projects where all parties are involved.
  - What projects to consider?
Obligatory COVID Slide

How have Friends projects/initiatives changed since the virus?

- No more program snacks
  - In-person Ice Cream Social tradition becomes Ice Cream coupons
  - In-person Pizza Party becomes Pizza/drink coupons

- Increased usage in eResources
  - New funding support opportunity!
Questions?