**Friends of Libraries Section to Host Webinar**

A year in the planning, FLS will present its first-ever webinar, Best Practices for Management of Friends Boards, at 2:00 p.m. on Tuesday, March 20. The session is a repeat of the popular program offered at the NYLA 2017 Annual Conference in Saratoga Springs by Courtney Darts, Esq., of the Pro Bono Partnership.

Webinars are yet another perk of membership in NYLA and FLS. If you were not able to travel to Saratoga Springs this past fall, you can now participate in this professional development session at home, on your computer.

Regardless of the size of a Friends group, if the organization has achieved 501(c)(3) status, there are specific accountabilities the Friends officers must meet to keep the organization legally viable. In this review of nonprofit boards’ legal and fiduciary duties, Courtney Darts, Esq., an attorney with the Pro Bono Partnership, will explain ways to provide the best oversight possible for the organization, keeping Friends groups functioning effectively and using their charitable resources appropriately in support of their library.

Recent changes to the New York Nonprofit Revitalization Act of 2013 affect the day-to-day operations of the Friends, including transacting business by the Board, conflict of interest policies, and more. Learn what documents should be kept in your board book, how technology can and cannot be used to conduct board business, and practical strategies for more effective meetings.

~ continued on page 4 ~

**Apply Now for the FLS Dewey Fellowship Award**

The FLS Board is pleased to announce the Section’s participation in NYLA’s 2018 Dewey Fellowship Award program. Each year, four Sections of NYLA are eligible to select a NYLA member to attend the Annual Conference, all expenses paid.

The FLS Dewey Fellow will be chosen on the basis of the following criteria: three or more years of volunteer experience as a member of a Friends of the Library organization (e.g., an officer or committee chair of a Friends group; a board member of NYLA’s Friends of Libraries Section); a record of accomplishments as a Friends member; and personal involvement in activities to advance the library community (e.g., activism on the local or state level, service on FLS Executive Board, service on an FLS committee). The applicant must be

~ continued on page 5 ~

**FLS Daniel W. Casey Library Advocacy Award Call for Nominations**

Would you like an opportunity to honor an active library supporter, Friend or Friends of the Library? The Daniel W. Casey Library Advocacy Award is sponsored by the Friends of Libraries Section of NYLA. Given annually since 1993 (through the precursor of FLS, the Empire Friends Roundtable), the award honors a volunteer member or group from the library community whose efforts have contributed to the growth of libraries or Friends of the Library organizations.

To learn more about Daniel W. Casey and to find the nomination form, go to www.NYLA.org/Friends to the "Awards and Scholarships" page. The deadline for submission of nominations for this prestigious award is July 1, 2018. This

~ continued on page 4 ~
A Message from FLS President Rebecca Fuss

We all want our Friends groups to be the best they can be. And FLS has resources that can help you.

In my last column, I introduced you to the FLS 2018 – 2020 Long Range Plan. Toward one of our guiding principles – FLS Educates and Supports its Members – we offer multiple opportunities for continuing education and support, many of which you will read about in this newsletter.

FLS is offering its first-ever webinar on Tuesday, March 20. I highly recommend our presenter, Courtney Darts of Pro Bono Partnership, who gave this program at the NYLA Conference last November. Best Practices for Management of Friends Boards will give you all of the information you need to keep your Friends group legally compliant in light of recent changes to the New York Nonprofit Revitalization Act of 2013. Learn about conflict of interest policies, necessary documents, use of technology for board business, and much more.

Our Regional Workshops, Getting It Started: Creating and Sustaining a Friends Group for Your Library and Keep It Growing! Strengthening Your Friends of the Library Group, are offered throughout the state. Lisa Wemett does a terrific job combining instruction and group discussion of how Friends groups can keep organized and clear on roles, responsibilities, and guidelines. Workshop participants walk out with impeccable checklists, charts, and lists of useful resources.

FLS offers programs every year at the NYLA Annual Conference and curators are busily planning this year’s event to be held November 7 – 10 in Rochester. On the odd-numbered years, FLS offers a Continuing Education Workshop and on the even-numbered years, we offer a Dewey Fellowship. The Dewey Fellowship pays a maximum of $1,000 of the cost to attend the NYLA Conference including registration, continuing education seminar, tickets for various meal functions, lodging, and travel.

For further information about any of these educational offerings, please contact any board member or visit our website at www.NYLA.org/Friends for more information. We are very proud of the quality of our educational offerings and I hope you will join us as we all work together to strengthen Friends support for libraries.

Rebecca

FLS Workshop Helps Libraries Start Friends Groups

When Judy Schewe became the new manager of the Naples Library in 2017, she wanted to get a Friends group underway. She contacted FLS and training coordinator Lisa Wemett who suggested that Judy ask her library system to offer the FLS Getting It Started: Creating and Sustaining a Friends Group for Your Library workshop. This would assist Naples and other small libraries in the Pioneer Library System that might also be considering a Friends group.

System Director Lauren Moore was willing to host the two-hour workshop on Friday, January 19, giving FLS the opportunity to offer this particular workshop for the first time in Western New York. Directors, trustees, and volunteers attended from other rural libraries in Pioneer, including Wolcott Civic Free Library, Bristol Library, and Pike Library. Some libraries with active Friends groups like the Palmyra Community Library and Bloomfield Public Library also attended for networking and support of their organization.

Twenty-two people from twelve libraries in four library systems attended Getting It Started in Canandaigua. Publicity efforts brought three staff members from the RIT Libraries and archives at the Rochester Institute of Technology to attend, as they work to start up a Friends organization on their campus. The workshop also attracted a local museum, the Antique Wireless Association, that is in the planning stages of having a Friends of the museum organization.

The evaluations were very positive, with 83% of participants rating the workshop as “outstanding.” Here are a few comments:

♦ “Even though we have a well-established Friends group, [this workshop gave] some excellent suggestions worth pursuing as well as some ideas that may need to be incorporated into our by-laws, procedures, etc.”

♦ “This program was informative and the presenter ‘really’ knew her ‘stuff.’ The friendly atmosphere and excellent tips made it an afternoon well spent. Thank you!”

♦ “Great information and [the handouts provide] links to pertinent information on Friends groups.”

Getting It Started is just one workshop that FLS offers for regional training. Keep It Growing! Strengthening Your Friends of the Library Group is targeted at existing Friends

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Hosted by the Pioneer Library System, twenty-two people from twelve libraries in four library systems attended the FLS workshop Getting It Started.

and constantly sharing the organization’s message to maintain the group’s crucial advocacy work for the library.

Both workshops are for Friends or community volunteers, library trustees, and interested staff. If you want to create a Friends of the Library, or grow an established group to assist with their ongoing volunteer and financial support for your community library, these sessions are for you.

The workshops can be hosted by an individual library, a Friends of Libraries group, or library system that is a member of NYLA and FLS. Sessions can be co-hosted with a regional Friends support group. Reimbursement for roundtrip mileage and accommodations are requested for the trainer. In addition, a fee of $50 is paid by the sponsor to FLS/NYLA.

Any further questions about hosting an FLS workshop in your region may be directed to Lisa Wemett, (315) 986-3949, or at lisawemett@frontiernet.net.

Great Ideas from Friends Webpages

The Friends of the Penn Yan Public Library (FPYL) lead off the “Support PYPL” tab with “Ten Good Reasons why YOU may want to be a Friend of the Penn Yan Public Library.” ([www.pypl.org](http://www.pypl.org)) Among these gems are the fact that it is easy to join, affordable, you’ll “be in good company,” and certainly #10: “We do have fun!” A great reminder that Friends are not always about working on projects and that there is value in camaraderie and socializing with the group. Who wouldn’t want to sign up?

Even better, FPYL explain what they do:

- Some of us bake for various events.
- Some of us sort and sell books at the Annual Friends’ Book Sale.
- Some of us sponsor occasional happenings.
- Some of us just send money, but that is the foundation of all we do!!

It is wonderful to acknowledge that donors who support the group are just as valuable as the active “doers” that bake, run the booksale, and get involved in special activities.

Looking for a notable example of a mission statement? See [www.oleanlibrary.org/friends](http://www.oleanlibrary.org/friends). “The Friends of the Library is a nonprofit group of citizens who believe that an excellent library is essential to a community and who work to promote and assist the library.” Nailed it!

Read the “Friends History” for a heartwarming look at how one group of citizens saved their library in 1981, both with funding and a cadre of volunteers. That early group “worked for saturation coverage of their membership drive. Newspaper and radio ads appeared and interviews were given. Enrollment stations were set up at the library, the mall and in local bank lobbies. At these stations, volunteers accepted membership dues and also sold T-shirts, totes and buttons—all with the Friends of the Olean Library logo. The results were impressive. During the first year, more than 400 persons joined the Friends. Hundreds of hours donated by an expanded volunteer staff allowed the library to restore Sunday hours.” Like the “Little Engine That Could,” this group wouldn’t give up. Read more about their Book Endowment Fund which continues to contribute its investment earnings to supplement the purchase of materials for the library.

Need Younger Volunteers?

Friends groups of all sizes are finding it difficult to recruit younger members to take on vital volunteer responsibilities. Flexible time commitments, “résumé-worthy” opportunities, and embracing change send a signal to Millennials that their involvement is welcome. Implementing the five steps outlined in this article can help your group to forge the intergenerational coalition you need to reverse the decline of active members: “Five Ways Friends Groups Attract Millennials” by the Library Strategies Consulting Group was published in The Voice for America’s Libraries, vol. 19, issue 1 (February 2018), p. 12-13. The complete article can be read online at: [http://librarystrategiesconsulting.org/2017/10/5-ways-friends-groups-attract-millennials](http://librarystrategiesconsulting.org/2017/10/5-ways-friends-groups-attract-millennials).
FLS Webinar ~ continued from front page ~

There is no cost to attend for existing personal and organizational members of the Friends of Libraries Section of NYLA. When registering, FLS members (those active as of January 1, 2018) select an "FLS Member Reg Pass" that will waive the webinar registration fee. Please note: FLS cannot be added to an existing NYLA membership in order to attend the webinar at no cost.

The charge for the webinar is $25 for NYLA personal or organizational members (who are not members of FLS) and $35 for those who are not members of NYLA. Group registrations are also available ($75 member rate /$99 non-member rate). Interested participants may choose to join NYLA prior to registering for the webinar to receive the NYLA member rate. Registration is through the NYLA Online Membership Center. A credit card is required for payment. Checks and purchase orders are not accepted.

Participants will be invited to send in questions prior to the webinar so that personal cases can be addressed during the question and answer period. The webinar will be archived on the NYLA website.

At the conclusion of the webinar, participants will be able to:

- identify and apply the essential legal and fiduciary responsibilities of a nonprofit board
- recognize the effect of recent changes to NYS laws governing nonprofits and be able to implement organizational changes in order to be in compliance
- hold effective Board meetings for Friends organizations by applying the best practices addressed in the webinar
- determine standard operating procedures for updating by-laws and handling other management issues for nonprofits

The Pro Bono Partnership provides business and transactional legal services to nonprofit organizations including libraries and their Friends groups in New York, New Jersey, and Connecticut. Courtney Darts was appointed the first Legal Director of the Partnership in October 2017. She oversees their legal program, educational workshops, publications, and internship program. She also provides direct legal services to nonprofits in New York and Connecticut, focusing on nonprofit, tax-exempt, and corporate governance matters.

Courtney previously was Director of Education and Staff Attorney at the Partnership for several years. Before joining Pro Bono Partnership, she was in private practice with Kelley Drye & Warren LLP and was a member of the Stein Scholars Program in Public Interest Law at Fordham. Courtney is admitted to the bar in Connecticut and New York. She is a graduate of Fairfield University and Fordham University School of Law.

Casey Award Call for Nominations ~ continued from front page ~

year's award recipient will be announced at the FLS annual meeting in Rochester on Friday, November 9th at the NYLA Annual Conference.

Nominations must include all relevant information as per the application form. Make sure to describe the contribution of the nominee (group or individual) to library service in detail, i.e., positions held, years of service, accomplishments, successful fundraisers, etc.

Please submit the nomination form and all supporting materials (clippings of press releases, promotional materials, etc.) electronically to Marie Bindeman, Coordinator, at mariebind1955@gmail.com or by mail to Marie Bindeman, 5498 Hartford Drive, Lockport, NY 14094. Paper copies sent by mail will not be returned.

If you have any questions, please contact Marie Bindeman at mariebind1955@gmail.com or call 716-433-0548. Thank you for your interest!

Editor’s note: You’ll find an article Presenting the 2017 FLS Daniel W. Casey Award on page 5.

Meet Another FLS Board Member

For the September Friends News and Notes I asked the newly elected members of the FLS Board to answer a series of questions so that we could get to know them better. Susan Swanton, Member At Large, was unavailable to answer those questions, so as promised, here are her responses:

My favorite household chore is watering and caring for my many indoor plants during the winter and during the non-snow season, working in the garden.

My first job was working as a shelving page in my mother's library, the Avon Free Library, in Avon, NY after school. My pay was walking to Woody's ice cream parlor to get a cherry coke for Mom and me.

I'm happy when I'm working on a big project, reading or listening to a good book, listening to any kind of music, playing with Ginger, being outside, eating, Skyping with my grandchildren in Oaxaca, Mexico, or having lunch with my friends.

My favorite food is the Mexican dessert, flan.

My favorite beverage is my first cup of coffee in the morning as I wake up and gather myself for the day with my cat, Ginger Puss, on my lap. Later in the day, endless cups of herbal tea.
Presenting the 2017 FLS Daniel W. Casey Award

The Friends of the Wadsworth Library in Geneseo, NY chose the annual Christmas Open House at the library as the time to honor Colleen Powers, the 2017 FLS Daniel W. Casey Library Advocacy Award recipient. This festive evening included an appearance by Santa and Mrs. Claus, live piano music, ornament making, and a spread of finger foods, cookies, and beverages.

The library was humming as patrons, staff, board members, and Friends of the Library mingled among the stacks enjoying the music and activities. Three FLS board members were in attendance for the award presentation.

FLS President Rebecca Fuss offered congratulatory remarks recapping Colleen’s many efforts for the Friends of Wadsworth Library including that of a founding member and most recently as President of the group between 2011 - 2017. Colleen was instrumental in developing many program series at the library and in multiple community collaborations. (See the June 2017 Friends News and Notes newsletter for more details.)

Colleen’s family was not shy in their excitement for Colleen. The library’s trustees and Friends members were also on hand to show their support and appreciation for all of Colleen’s efforts on behalf of the library and the community. And Lisa Wemett, FLS Vice President / President Elect and Terry Mulee, FLS 2nd Vice President were there to cheer on Colleen as well.

Dewey Fellowship
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The FLS Dewey Fellowship Award will pay a maximum of $1,000 of the cost to attend the 2018 NYLA Annual Conference scheduled for Rochester from Wednesday, November 7 through Saturday, November 10. Reimbursements include: registration, a pre-conference continuing education seminar, tickets for various meal functions, lodging, and travel. The award is underwritten by the Lake Placid Foundation and is awarded by FLS in even-numbered years. One nominee will be chosen. The Section nominee is ultimately reviewed by the NYLA Awards Committee and approved by NYLA Council.

The applicant needs to file a completed application by 5 p.m. on Friday, June 15, 2018. Please see the FLS website to download an application, www.nyla.org/friends. Click on the left sidebar on “Awards & Scholarships.” The Dewey Fellowship Award Committee will review all eligible applications and notify applicants of the final results in late summer 2018.

The application packet should be submitted to: Kitty Bressington, Coordinator, FLS Dewey Fellowship Award, c/o Linden Financial Consultants, 141 Sully’s Trail, Ste 7A, Pittsford, NY 14534. Alternately, the application packet may be submitted by e-mail to: FLSDeweyFellow@gmail.com. Any questions about the award may be directed to Kitty at this e-mail address.

Editor’s note: Kitty Bressington was the first FLS Dewey Fellow in 2016. I asked Kitty to reflect on her experience and how she benefitted from being the first FLS Dewey Fellow, now that she’s almost two years out from that experience. Here is her response:

Many Friends members arrive late Thursday or early Friday morning to the NYLA conference, then only attend the Friends Section events. Some don't even stay for the Saturday events and I completely understand that – we are all very busy people. The very first benefit of being honored as the first FLS Dewey Fellow was that I was able to attend the full NYLA conference. As with many conferences, some of the best "stuff" goes on in the hallways and over a coffee or at the meal events. You may get to say “Hi” to someone sitting next to you during one of the seminars, but you get to find out about their library, about their town, about their local population, and their challenges when you are able to spend quality time together outside of the seminars.

Throughout the event, I spoke with library directors from small libraries and larger libraries, libraries that have active Friends groups, those that didn't, and those that want to ramp things up. I was also able to speak with Friends from groups much older than ours so, hopefully, we'll be able to avoid some of the adverse issues they experienced. On the flip side, being at the conference for the whole time allowed me to gain some valuable insight into the issues libraries face, something that Friends members are often separated or shielded from. This helps me better interact with my library, increasing the quality of our relationship.
**Book Club Resources**


Book Club Central ([http://www.bookclubcentral.org](http://www.bookclubcentral.org)) is a collection of reading resources, recommendations of titles, expert book lists, and other help for book clubs and their readers. Start out by selecting “How to Book Club” on their home page. There you will find subtopics such as “Lead a Book Club” and “Be a Book Club Member,” written by various librarians who are experts in readers’ advisory. The latter topic has tips on how members should participate fully in a club. Other topics are how to select a book to discuss and even how to find a club near you, including online clubs.

The newsletter of United for Libraries, The Voice, offers an article in each bimonthly issue called “Book Club Choices” which reviews four titles. A full archive of the Book Club Choices and reviews can be viewed at www.ala.org/united/friends/bookclubchoices.

A wonderful resource to locate in your area is pre-packaged book discussion kits. Some libraries have tote bags that come with multiple copies of a book title, copies of the book discussion guide, and other resources that one person can borrow for their group for an extended period of time. If you are searching the online catalog, the subject words “group reading,” “book kits,” or “discussion kits” may locate these kits. Public library systems may also offer these kits, making them available for residents in their service area.

In the event you were interested in having an author visit your library, another United for Library/ALA resource is www.authorsforlibraries.org. You can enter your zip code and where it says “DISTANCE,” enter the number of miles an author might be willing to travel to your location. There are also authors that will make virtual visits. Be sure to read “Tips for Libraries and Friends Groups.”

If your library’s online catalog offers “NoveList,” this resource is rich in content. It offers articles, book discussion guides, and “readalikes.” Your library’s catalog may have this embedded when you do a search for a particular book or series. Ask a library staff member to show you its features. It is a goldmine!

One final resource is WebJunction ([www.webjunction.org](http://www.webjunction.org)). WebJunction’s purpose is to encourage library staff to share their know-how and learn from one another. It offers ideas that can be replicated and customized to your community. In the search box in the upper right, enter “book discussion” and you’ll locate lots of results that may be of use to your group. Happy Reading!

**One-Piece Friends Marketing Mailer**

During the Friend’s Meet-up in Clifton Park last May, a member of the Friends of Bethlehem Public Library shared their marketing idea; a self-mailer membership campaign.

Friends of BPL have shared information about the production of their mailer with FLS.

Here are the details. The brochure includes a tear off, self-sealing, self-addressed envelope. The printer has put together pricing which includes customization to an individual Friends group’s needs. Pricing is based on quantity. Delivery is not included.

The Friends of BPL report that their campaign has been wildly successful, paying for itself in new memberships, and additional memberships continue to roll in. Now people pick up a brochure in the library and then use the attached envelope to mail in their check.

Lane Press of Albany (518-438-7834) can prepare the mailer. The specs and pricing are outlined below.

- Appeal self mailer brochure with self-contained response envelope built in
- 19 X 8.5 flat, final fold size is 3 7/8 X 8 1/2
- choice of 2/colors (black is a color)
- Trim, glue, perf, fold
- Layout to template included (from supplied Word files), additional design at $60/hr.
- Delivery additional (based on quantity and location)

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Editor’s note: This is not an endorsement of Lane Press by FLS, nor is it a paid advertisement. These details are being provided solely for their informational value.
The FLS regional workshops on starting and sustaining Friends groups have been praised for their thoroughness and great ideas. With 244 people now trained since late 2015, the FLS Board wants to hear from participants about how these continuing education sessions have made a difference in their Friends group.

“FLS educates and supports its members” is one of four Guiding Principles which form the basis for the Section’s Long Range Plan which was adopted by the FLS Board in December 2017. In fact, Goal C of the plan states “The FLS Board hosts regional events in geographically diverse areas to connect with members and recruit potential members, both individuals and organizations.” FLS is committed to keeping its members and prospective members up-to-date on topics that impact volunteers supporting their community library.

We have had some wonderful anecdotal evidence come back to us, months after the trainings were offered. Here are a few stories we’d like to share:

Director Theresa Streb sent us a copy of the new annual report on the activities of their Friends group in 2017. A recent article in the weekly paper alerted the public to the membership drive for the Friends of the Lyons Public Library, with the opportunity for new and renewing members to have their names put in a drawing for an adorable gift basket. The Friends of the Victor Farmington Library also garnered publicity in the newspaper about their first-ever membership drive, under the headline “Group Seeking New Members.”

When Rebecca Fuss attended Getting Started, she took this tip to heart: if the library has a welcome packet for people applying for new library cards, be certain that Friends literature is included. That afternoon she texted Ned Davis, executive director of the Friends & Foundation of the Rochester Public Library, to ask if FFRPL was doing this at the Central Library for Monroe County. Ned said no, but he got right on it! Working with both the graphics and circulation department staff, a donation form for FFRPL is now in the packet that will reach about 150 new borrowers every month. Here’s another tip: last year, FFRPL started adding a “support your library” message with their web address at the bottom of each date due slip generated by the receipt printers for all patrons.

Maureen Ahern, President of the Friends of the Palmyra Community Library, reported that after attending Keep It Growing in Victor in January 2017, the group decided to begin the process of securing 501(c)(3) status from the IRS. “It took awhile and was quite a learning experience, but we are now official.” These Friends had help from an accountant and received their IRS determination letter in December: 10 months, start to finish. Congratulations!

And we are wishing the volunteers at the Wolcott Civic Free Library good luck as they start a Friends group. First step: designing an interest form to encourage community members to participate in their new organization—a tip they received at the Getting It Started workshop hosted by the Pioneer Library System!

How have you applied what you learned at an FLS training or workshops at the NYLA annual conference? We’d love to hear from you! Drop us a line at FLS.NYLA@yahoo.com.

**FLS Executive Board Working for You!**

Board members are busy planning for the NYLA Annual Conference this fall, promoting the first FLS webinar in March, making arrangements for a spring Meet-up, anticipating award and scholarship applications, gathering newsletter content, negotiating the presentation of FLS workshops, meeting regularly by conference call, attending NYLA committee meetings, gearing up for National Friends of Libraries Week in October...

**FLS Tribute Honor Roll**
FLS gratefully adds Phyllis Kitt to the Best Friend Honor Roll. Phyllis is a long-time supporter and former volunteer for EFR, now FLS. She and her husband Ross helped to lay the firm foundation on which FLS stands today. Thank you Phyllis for ALL of your contributions on behalf of Friends of the Library.

There’s a lot going on behind the scenes! The FLS board is a hard working group of volunteers with varied backgrounds but one goal, to promote and inspire local Friends groups in libraries of all types for the betterment of New York State’s library community.
Friends of Libraries Section

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Call or write to us anytime. To visit the Friends of Libraries Section website, go to www.NYLA.org/friends

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NYLA leads, educates, and advocates for the advancement of the New York library community.

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