



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

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), Getting and Keeping Members (#17), the distinct roles of the Friends (#10) and trustees (#11). 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.

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.); "Cutting Edge Technology in Your Library" (March 2015, vol. 1, #2, p.5.); several articles on planning for 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 several full-text booklets in PDF format that can be downloaded. Topics include fund-raising strategies, trustees and Friends, advocacy, and marketing. There is also a weekly feature called "The Social Library" that 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!

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

The subtitle says it all! 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. Topics include finances, legal aspects of Friends groups (e.g., incorporation), programs, committees, raffles, and volunteer management.

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

Expert advice from a former executive director of United for Libraries that went into 3 editions. 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.

Sample letters, brochures, publicity, and fund-raising activities. In general, still quite useful even 20 yrs. later (exercising caution about the chapters on the IRS nonprofit rules and the computer advice). One of the few titles to address the needs of academic, school, and special library Friends groups.

Florida Library Association: Friends, Foundations and Boards

(http://www.flalib.org/friends_found_boards.php)

Among other resources (e.g., links to other agencies' websites), watch "*50 Nifty Ideas - A Webinar for Friends*" (presented 2/7/13 by Deborah Hohler and Faye Roberts). The slides are archived here and can be downloaded. Basic ideas on fund-raising, recruiting, and special projects.

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

This statewide organization supporting Friends groups is what FLS/NYLA wants to be when it grows up! There is such "rich content" on their website, it is hard to begin to describe it. 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! Be sure to look at 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, extremely well written, with everything your group needs to start; absolutely invaluable! (These two resources are also on WebJunction.)

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).

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, e.g., area served (municipal, special district, school district library). Topics range from collection development, social media, by-laws, and long-range plans.

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 much to consider, such as 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.

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. The Bureau works to protect the public interest in charitable gifts and bequests contained in wills and trust agreements.

The website includes a section of FAQs and links to guides, publications, and helpful websites. 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. "**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 and was revised in February 2015. There are regional offices serving specific counties around the state and their addresses are provided.

NYS Department of Taxation and Finance Tax Forms

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). Other tax forms are available on www.tax.ny.gov/forms.

Nichols, Jerry. **Handbook for Library Trustees of New York State**. 2010 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 State (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" as your search term. 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. **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.

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

A “recipe book” for success: financially rewarding and fun ideas for any group to imitate. 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.

“Volunteers Building A Better Tomorrow: Friends of the Library” (11 min.)

<https://www.youtube.com/watch?v=6vXVz9PYMVQ>. Uploaded on March 16, 2011.

At a time when budgets are getting cut, the public libraries are seeing an increase in demand for services. Douglas County (MN) Library librarian Karen Simmons is especially grateful to volunteers and the Friends who make her job easier. The Friends Vice President explains how the organization supports the library through an annual book sale and a used bookstore.

Washington Library Association (<http://www.wla.org/wlffta-resources>)

Offers a collection of video links to programs from the 2012 WLA Annual Conference and a 2011 mini-conference for Washington Library Friends, Foundations, Trustees, and Advocates (WLFFTA). Topics include successful Friends groups (what works and what doesn’t), advocacy, creating a library foundation, alternative fund-raising ideas, nuts and bolts of lobbying, and a primer on **Roberts’ Rules of Order**.

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.

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