All materials available in an adobe connect meeting room

https://asl.adobeconnect.com/fl/
What is a “Friends of the Library” group?
Dictionary definition...

friend [frɛnd]n
1. a person known well to another and regarded with liking, affection, and loyalty; an intimate
2. an acquaintance or associate
3. an ally in a fight or cause; supporter
4. a fellow member of a party, society, etc.
5. a patron or supporter a friend of the opera

be friends (with) to be friendly (with)
make friends (with) to become friendly (with)
Fundraisers
Advocates
Volunteers

You can help where needed (the Director will assign you) but the library should be training you as they would an employee if you are volunteering in what is normally a paid position.
Why are you a Friend of the Library?
I’m going to be a great Friend!
But HOW?
United For Libraries

http://www.ala.org/united/
Tools and Resources

Tools & Resources

- Committee Charges & Minimum Expectations (PDF, 101 kb)
- Basics of Parliamentary Procedures (PDF, 11 kb)
- How to Chair a Committee (PDF, 106 kb)
- For more information, please read "A Short History of United for Libraries" (PDF, 51 kb) by past-president Peggy Danhof.
- Committee/Task Force Report Form (PDF, 32 kb)
- Committee Meeting Attendance Form (PDF, 80 kb)

NEW: United for Libraries Resources

We've compiled a handy Excel file of the top resources available FREE and for members only. Please note this is a working compilation and resources may be added at any time. Also, it's not possible to list all of the wonderful links and resources we have on our site, so if you are looking for something and can't find it on this list, email Beth (bnawalinski@ala.org) or Jillian (jwentworth@ala.org) and we'll let you know if we have the resource and if so, where to find it.

- United for Libraries Resources (Excel, 12.94 kb) Updated 5/22/17
Directors and Trustees Libguide

- Library.arkansas.gov

- Bottom middle “bubble” and click on public library consulting services
How to begin...

• Core (executive) group—administration/labor
  • Make sure officers rotate—no dictators
• Written operating agreement between Friends and Library administration outlining roles and authority **MOU**
• Purpose and priorities of service
• Organizational structure—committees such as membership, development, programs, outreach, marketing, advocacy
• Organizational by-laws
• Establishment as a 501 c3
  • regular schedule of financial audits
• Dues structure for membership
  • Less for worker bees, more for ghosts
• Recruitment campaign

Reed, Sally G.  Libraries Need Friends: A Toolkit to Create Friends Groups or to Revitalize the One You Have
Tax Exempt Status

- Consult a lawyer!!
- File the proper forms
- Offer legal receipts for tax purposes to all donors


- State of Arkansas [http://www.dfa.arkansas.gov/Pages/default.aspx](http://www.dfa.arkansas.gov/Pages/default.aspx)
Ready to go!
It’s like riding a bike

The Friends Group is independent of the library but closely tied to it as they must work together with the library board of trustees and the Library Director.
Remember...

• Friends Groups and Libraries work together by mutual consent and written agreement—the Memo of Understanding

• Friends Groups should have the library director or board of trustees representative at *every meeting*

• A member of the Friends executive committee should attend library board meetings
Communication!
Communication

- Respect the chain of communication--Library

public /Library staff ➔ library director ➔ board ➔ regional director ➔ regional board)

(Regional board ➔ regional director) ➔ Board ➔ library director ➔ library staff/public
Communication--Friends of the Library

Public/membership at large ➔ Committee ➔ Executive officers ➔ Vote by membership at large

Executive committee ➔ membership at large & the Librarian ➔ library board of trustees ➔ library staff & Public
A Call to Order

- All business must be discussed at business meetings
- All meetings must be announced and all members informed
- Do not meet without a library/board representative
- 1 vote per adult no one gets more than one vote
- Majority vote passes proposed action
- All proposed actions recorded into the minutes
- All proposed actions brought to the library board for final approval.
Beware of... Squirrels

Don’t get pulled off track---stick to the agenda and keep on with the discussion until that decision is made or tabled.
Beware of ... Zombies

Once that decision is made... it is made and must run its course
You will not always get your way---get over it
7 times for it to sink in...

- **You** will not always get your way... get over it
- You **will** not always get your way... get over it
- You will **not** always get your way... get over it
- You will not **always** get your way... get over it
- You will not always **get** your way... get over it
- You will not always get **your** way... get over it
- You will not always get your **way**... get over it
7 P's

- Passion
- Personalities
- Personal –histories & agendas
- Patience
- Positive
- Productivity
- Perfection
Let them go...
Remember why you are here
Who should be a Friend?

#join us
EVERYONE!
Recruitment

"Gentlemen -- we need new blood!"
October is Friends Month!

- Have a plan
- Promotional materials—highlight advantages!
- Membership forms—dues scale
- Process for the collection of dues
- Orientation
- Brainstorming
- Reality check
Active members
Invisible army
GIFTS
Tell me what you want...

- Know the library’s goals
- Know the library’s budget plan
- Listen to the librarian about library needs
- Get a list of needs from the librarian
  - Be ready to adjust in an emergency
- Talk to the librarian and the board about fundraising plans BEFORE you implement them
- Know the library’s policy on gifts and donations
  - The library board can refuse to accept a gift.
The best gift is a *Friends* account clean sweep
• 20% of the funds raised can be used for administration and operations of the Friends Group.

• 80% of the funds raised MUST be presented to the library
Why?

• Donors like to see the immediate effect of their money
  • Keeps the need for fundraising fresh and exciting!
  • Keeps you from endangering your “not for profit” status
What if they want something stupid?
We take cash...
The library/board can refuse any “gift”
Doomed relationship
Unfriendly Friends

• Friends are secretive and unwilling to share their organizational and financial information with the library
• Friends don’t invite the library’s administration to their meetings
• Friends believe that, because they raise the money, they should decide how it is spent
• Friends are withholding money for which the library has an immediate need
• Friends are opposing library policy and/or direction
• Friends are giving their money to organizations or initiatives outside the library
• Friends have become “clubish” and follow their own agenda versus that of their mission
• Friends’ officers don’t turn over, and they begin to think of the money raised as their own.
Cease and Desist Order
How the Library can help the Friends

- Start up funds?
- Office supplies/promotional materials?
- Work space/storage space/meeting space?
- Use of library space for fundraisers?
- Use of library equipment?
- Volunteers doing offsite programming?
- Volunteers onsite?
- **Recognition !!!!!**
... and, they lived happily ever after
Avoidable mistakes
Lack of Training

New member orientation
Training in library tasks—just like a library employee
Library staff trained for friends tasks
Forgetting to say
Don’t Stop recruiting before you have every last living soul in your library’s service area as a member!!!
Becoming stagnant
Give many ideas a chance to grow
Remember your purpose!