

Chapter 20

Friends of the Library and Foundations

A. Friends of the Library

- Every library needs friends.
- The Friends of the Library organization is the right arm of the library.
- The Friends can have fund raising campaigns, book sales, etc. to help with the needs of the library beyond what the library can do, either financially or legally.
- Friends groups can buy incentives for summer reading programs, food as a drawing card for teen programs, or recognition programs for volunteers and staff. The list goes on and on. It is only limited by the imaginations of the Friends members and the funding they have to develop and carry out the dreams of the library.
- Friends also help the library as volunteers, advocates and lobbyists.

For more information, join:

Friends of Indiana Libraries (FOIL)

One year partnership with the Indiana Library Federation, effective July 1, 2011 www.ilfonline.org/main/ilf-membership/

- Operates as a clearinghouse of information about the activities of local Friends of the Library groups
- Can help local communities establish a Friends of the Library group and coordinate a network of volunteers working for passage of library legislation
- Individuals and local Friends of the Library groups may become members of FOIL
- presents a program on issues of interest to Friends groups at the annual ILF Conference

Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF)

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www.ala.org/ala/mgrps/divs/altaff/index.cfm

Listserv

Send an e-mail message to listserv@s-listserv.thomsonlearning.com

- In the body of the message, type ONLY: *Subscribe FOLUSA-L* followed by your name (For Example: *Subscribe FOLUSA-L John Doe*)

The mission of ALTAFF is to support citizens who govern, promote, advocate, and fundraise for all types of libraries

ALATAFF's specific responsibilities include:

- Educating through a continuing and comprehensive program for Library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
- Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
- Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
- Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
- Promoting strong state and regional Trustee and Friends of Library organizations.
- Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
- Making the public aware of the existence of formalized citizen groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded citizen participation in the support of libraries across the country

1. How to Organize a Friends Group

- Determine the purpose of and need for the group. This should be done with the librarian and a small core of concerned citizens.
- Select a steering committee to reflect your community and the needs of the group. It is important to have access to an attorney, public relations and advertising talent, and high profile leaders.
- Join the Friends of Indiana Libraries (FOIL).
 - www.ilfonline.org/units/friends-of-indiana-libraries-foil/
- Work on the Federal tax-exempt status (501©(3)). Here is some general information about the 501c designation.
 - [en.wikipedia.org/wiki/501\(c\)](http://en.wikipedia.org/wiki/501(c))
 - www.501c3.org/what-is-a-501c3/
- The following IRS URLs will provide helpful information.
 - www.irs.gov/charities/charitable/article/0,,id=96099,00.html

- www.irs.gov/charities/index.html
- www.irs.gov/publications/p557/index.html
- State tax-exempt status at
 - www.in.gov/sos/business/2426.htm
- Many organizations use a lawyer's services. The 501c3 designation is required so that
 - 1) the Friends group can legally sell items donated to your organization by the library (IC 36-12-3-5(c); and
 - 2) when the Friends group collects dues or donations, they will be tax-deductible. A tax advisor can furnish more guidance.
- At the same time, work on a constitution and by-laws.
 - Define your dues structure and membership categories.
 - Decide on membership brochure, artwork, and how you will reproduce and distribute the brochure.
 - Begin the publicity campaign in your community. Be sure to involve elected officials, trustees, and other interested parties.
 - Determine a tentative schedule for the first year, in order to involve new members on committees as soon as they join.
 - If fund raising is important, have a campaign in place and set goals. People like to know where their money is going.
 - Set the opening meeting. Plan the program carefully. Have a brief agenda for the first annual meeting.
 - Develop a long-range plan for Friends. Re-evaluate after the first year.
 - For more information and ideas, join the Association of Library Trustees, Friends and Foundations (ALTAFF – a division of the American Library Association, ALA), www.ala.org/altaff/

2. How to Revitalize Your Friends Group

- Define problem areas for group (or board of directors). Confidential phone calls to directors or member dropouts will help.
- Give a party for members and past members only. It should be fun, with refreshments and music. Use any reason for the party: holiday, author, recognition, social evening. A private home will make it special.
- Be sure to include the dropouts and get a little help from many people to ensure attendance. Have various people be responsible for bringing food and necessary articles.
- Send out pre-event and post-event publicity with names and photos. Make the Friends look like a fun and meaningful group.

- Reevaluate your goals and objectives with the information you should now have.
- Did you have too broad a mission?
- Were you stressing fund-raising to the neglect of other activities?
- Reorganize the board of directors, adding positions and breaking down responsibilities so that individuals do not have too great a burden. Enlarge committees.
- Review benefits of membership, making sure they are in line with what your community expects.
- Review communications to members; are they being kept informed? Are you taking advantage of the materials ALTAFF provides through “National Notebook” and “Idea Bank”?
- Consider enrolling of new members as a year-round effort, not limited to a certain period. Be sure brochures are available at every event and at the library desk.
- Be sure to appreciate and recognize efforts of every magnitude. Recognition is of primary importance to volunteers.

B. Public Library as a Foundation

Providing revenues to the library to enhance services is the most direct and observable activity of a library foundation, but a foundation has other advantages.

1. Benefits of a Library Foundation

- A foundation can give the library alternatives it usually does not have in its budget structure. Sometimes during a tightly budgeted fiscal year an unplanned opportunity or necessary expense presents itself. A budget has little flexibility, but the foundation may have resources to meet the unforeseen need.
- Many public libraries are limited in the amount of reserve or building funds they can accumulate. A foundation can be used for this purpose without interfering with annual budget proposals or negotiations.
- Another more subtle benefit is that people seem to have confidence in foundations. The word itself provides feelings of safety and security. So does the word “library”. When the two words are used together, and a list of prominent citizens who serve as board members and manage the foundation is added, potential contributors are convinced and willing to give support.

2. Forming a Foundation

Before taking the legal steps to actually organize or establish a foundation for a public library, it is wise to take time to do some planning, decision making and educating.

- The success of a foundation hinges on the performance of the library in the community, the support of the staff and board of trustees for a foundation, and the careful choice of persons to serve as the board of the foundation.

- In addition to acceptance of the concept, the library should identify its roles and develop a mission statement and strategic plan.
- A long-range plan can help identify library needs and provide a sense of purpose to the foundation.
- Many libraries choose to start an account in a community foundation. These URLs lists 97+ community foundations and affiliate funds in Indiana. You can contact them for further information. www.indianagrantmakers.org/locator/
www.tgci.com/funding/cfs.asp?statename=Indiana&statecode=IN

3. Choosing a Board

- It is essential that foundation board members be influential residents of the community, able to garner financial support from their contacts and from business and industry, able to personally give financial support, and able to command respect for the library.
- The board should represent a good cross-section of the community.
- Another group to consider is the local Friends of the Library. If an active group exists in the community, consider whether the foundation should be created by the Friends with strong Friends membership on the foundation board, or whether the foundation would function better as an independent association. At least consider appointment of a Friends member to the Foundation Board, along with other civic groups with strong ties to the library.

4. Organizational Meeting

- Once a list of potential foundation board members is selected, it is time to invite them to an organizational meeting. This is a vital moment in the life and success of a foundation.
- First impressions last.
- Outline the needs of the library, as well as the role a foundation and its board can play in fulfilling those needs.
- Be prepared for questions about the library and the perceived need for and value of the foundation.
- Point out how valuable this coalition would be to the community.
- Before they leave, try to gain a commitment from each individual to serve on the foundation board.

5. Articles of Incorporation

Articles of Incorporation should be brief and contain only the most essential facts about the organization. These would include:

- name of corporation

- duration of the corporation
- purpose of the corporation
- address of the corporation
- management of the corporation
- name of the registered agent
- names and addresses of the initial board
- hold harmless clause (for protection for board members)provision of distribution of assets upon dissolution

6. Bylaws

Bylaws are the guidelines and procedures under which the foundation will operate.

They include:

- location of corporation
- members
- meetings
- board of directors
- officers
- executive director
- committees
- fiscal year
- dues
- books and records
- contracts, loans, check and deposits
- dissolution
- amendments
- rules of order
- waiver of notice
- indemnification

7. Applying for Tax Exempt Status

- Once the organization has incorporated with the state, received an employer identification number, and adopted bylaws, it is ready to file for recognition of exemption from federal income tax.
- The magic number at this point is 501(c)(3). Contact the local IRS center for the appropriate forms to complete.
- The forms can be completed while waiting for certification from the state and should be done by or reviewed by an attorney.
- The form asks the following:
- signature of authorized person

- employer identification number
- previous tax returns
- balance sheet of receipts and expenditures for current and preceding three years or a proposed two year budget
- description of anticipated activities
- articles of incorporation
- bylaws

8. Announcing the Foundation to the Public

Any time after adopting the bylaws, the new foundation may declare its existence and begin receiving contributions.

- The announcement to the public should be planned carefully. All persons involved in the foundation must be committed to the protection of the library's tax support.
- When a necessary and visible item is purchased for the library, the publicity surrounding its arrival can be used as a vehicle to acquaint people with the foundation.
- Each new public library foundation needs to find its own appropriate way of "going public".

9. Funding a Foundation

A new library foundation needs money. There are various methods of encouraging contributions:

- deferred giving
- endowment fund drives
- direct mail
- special events
- raffle
- any other creative fund-raising idea that is legal

Handouts that can be found on these website:

FOIL Group Membership Form:

[www.ilfonline.org/clientuploads/membership/FOIL%20Membership%20Form%20\(2\).pdf](http://www.ilfonline.org/clientuploads/membership/FOIL%20Membership%20Form%20(2).pdf)

Indiana Libraries with Foundations and Endowments (and on the following pages with updated Friends Groups information): www.in.gov/library/3477.htm

Indiana NonProfits: www.indiana.edu/~nonprof

Indiana Nonprofit Resource Network: www.inrn.org/

Indiana Counties: Tax Exempt/NonProfit Organizations:

www.taxexemptworld.com/organizations/indiana-counties.asp

Library	Library Foundation/ 2008 Supplement Question	Library Endowment/ 2008 Supplement Question	Friends Group 2011	IRS 501c3 Designation 2011
ADAMS PL SYSTEM		Yes	Yes	
AKRON CARNEGIE PL			Yes	
ALEXANDRIA-MONROE PL				
ALEXANDRIAN PL			Yes	Yes
ALLEN CO PL	Yes	Yes	Yes	Yes
ANDERSON PL		Yes	Yes	Yes
ANDREWS-DALLAS TWP PL			Yes	Yes
ARGOS PL			Yes	Yes
ATTICA PL			Yes	Yes
AURORA PL DISTRICT	Yes			
AVON-WASHINGTON TWP PL		Yes	Yes	Yes
BARTHOLOMEW CO PL	Yes		Yes	Yes
BARTON REES POGUE MEMORIAL PL				
BATESVILLE MEMORIAL PL			Yes	Yes
BEDFORD PL				
BEECH GROVE PL			Yes	
BELL MEMORIAL PL			Yes	
BENTON CO PL			Yes	Yes
BERNE PL				
BICKNELL-VIGO TWP PL			Yes	
BLOOMFIELD-EASTERN GREENE CO PL			Yes	Yes
BOONVILLE-WARRICK CO PL			Yes	Yes
BOSWELL-GRANT TWP PL			Yes	Yes
BOURBON PL				
BRAZIL PL		Yes	Yes	Yes
BREMEN PL				
BRISTOL-WASHINGTON TWP PL			Yes	
BROOK-IROQUOIS-WASHINGTON TWP PL		Yes		
BROOKSTON-PRAIRIE TWP PL			Yes	
BROWN CO PL		Yes		
BROWNSBURG PL			Yes	
BROWNSTOWN PL				
BUTLER PL			Yes	Yes
CAMBRIDGE CITY PL			Yes	
CAMDEN-JACKSON TWP PL	Yes	Yes		
CANNELTON PL				
CARMEL CLAY PL	Yes	Yes	Yes	Yes
CARNEGIE PL OF STEUBEN CO		Yes	Yes	
CENTERVILLE-CENTER TWP PL				
CHARLESTOWN CLARK CO PL				
CHURUBUSCO PL		Yes	Yes	
CLAYTON-LIBERTY TWP PL				

Library	Library Foundation/ 2008 Supplement Question	Library Endowment/ 2008 Supplement Question	Friends Group 2011	IRS 501c3 Designation 2011
CLINTON PL			Yes	
COATESVILLE-CLAY TWP PL			Yes	
COLFAX-PERRY TWP PL			Yes	Yes
CONVERSE-JACKSON TWP PL				
COVINGTON-VEEDERSBURG PL			Yes	
CRAWFORD CO PL		Yes	Yes	
CRAWFORDSVILLE DISTRICT PL		Yes	Yes	
CROWN POINT COMMUNITY PL			Yes	Yes
CULVER-UNION TWP PL			Yes	Yes
DANVILLE-CENTER TWP PL			Yes	Yes
DARLINGTON PL			Yes	
DELPHI PL		Yes	Yes	Yes
DUBLIN PL				
DUNKIRK PL	Yes	Yes	Yes	Yes
EARL PARK PL		Yes	Yes	Yes
EAST CHICAGO PL				
ECKHART PL	Yes	Yes	Yes	Yes
EDINBURGH WRIGHT-HAGEMAN PL		Yes		
ELKHART PL		Yes	Yes	
EVANSVILLE-VANDEBURGH PL	Yes		Yes	Yes
FAIRMOUNT PL			Yes	
FARMLAND PL			Yes	
FAYETTE CO PL			Yes	Yes
FLORA-MONROE TWP PL	Yes		Yes	Yes
FORT BRANCH-JOHNSON TWP PL				
FORTVILLE-VERNON TWP PL		Yes		
FRANCESVILLE-SALEM TWP PL				
FRANKFORT-CLINTON CO CONTRACTUAL PL		Yes	Yes	Yes
FRANKLIN CO PL DISTRICT			Yes	
FREMONT PL		Yes	Yes	
FULTON CO PL			Yes	Yes
GARRETT PL	Yes	Yes	Yes	
GARY PL			Yes	Yes
GAS CITY-MILL TWP PL				
GOODLAND & GRANT TWP PL				
GOSHEN PL	Yes		Yes	Yes
GREENSBURG-DECATUR CO CONTRACTUAL PL			Yes	Yes
GREENTOWN & EASTERN HOWARD SCHOOL PL				
GREENWOOD PL		Yes	Yes	Yes
HAGERSTOWN-JEFFERSON TWP PL			Yes	
HAMILTON EAST PL	Yes		Yes	Yes
HAMILTON NORTH PL			Yes	
HAMMOND PL		Yes	Yes	Yes
HANCOCK CO PL		Yes	Yes	Yes

Library	Library Foundation/ 2008 Supplement Question	Library Endowment/ 2008 Supplement Question	Friends Group 2011	IRS 501c3 Designation 2011
HARRISON CO PL		Yes	Yes	Yes
HARTFORD CITY PL			Yes	
HENRY HENLEY PL			Yes	
HUNTINGBURG PL		Yes		
HUNTINGTON CITY-TWP PL			Yes	
HUSSEY-MAYFIELD MEMORIAL PL	Yes	Yes	Yes	Yes
INDIANAPOLIS-MARION CO PL	Yes	Yes	Yes	
JACKSON CO PL		Yes	Yes	Yes
JASONVILLE PL			Yes	Yes
JASPER CO PL		Yes	Yes	Yes
JASPER-DUBOIS CO CONTRACTUAL PL		Yes		
JAY CO PL		Yes	Yes	Yes
JEFFERSON CO PL		Yes	Yes	Yes
JEFFERSONVILLE TWP PL			Yes	Yes
JENNINGS CO PL		Yes	Yes	Yes
JOHNSON CO PL		Yes	Yes	Yes
JONESBORO PL				
JOYCE PL				
KENDALLVILLE PL	Yes		Yes	Yes
KENTLAND-JEFFERSON TWP PL				
KEWANNA-UNION TWP PL				
KINGMAN-MILLCREEK PL				
KIRKLIN PL			Yes	
KNIGHTSTOWN PL		Yes	Yes	
KNOX CO PL			Yes	Yes
KOKOMO-HOWARD CO PL			Yes	
LA CROSSE PL		Yes		
LA GRANGE CO PL			Yes	Yes
LA PORTE CO PL		Yes	Yes	Yes
LADOGA-CLARK TWP PL			Yes	
LAKE CO PL	Yes		Yes	Yes
LAWRENCEBURG PL	Yes	Yes	Yes	Yes
LEBANON PL			Yes	Yes
LIGONIER PL				
LINCOLN HERITAGE PL		Yes	Yes	Yes
LINDEN CARNEGIE PL				
LINTON PL		Yes	Yes	Yes
LOGANSPOUT-CASS CO PL		Yes		
LOGOOTEEL PL	Yes		Yes	Yes
LOWELL PL		Yes	Yes	Yes
MARION PL			Yes	
MATTHEWS PL				
MELTON PL		Yes	Yes	Yes
MICHIGAN CITY PL		Yes	Yes	Yes
MIDDLEBURY COMMUNITY PL			Yes	
MIDDLETOWN FALL CREEK TWP PL			Yes	Yes

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MILFORD PL		Yes	Yes	
MISHAWAKA-PENN-HARRIS PL		Yes	Yes	Yes
MITCHELL COMMUNITY PL	Yes	Yes	Yes	Yes
MONON TOWN & TWP PL				
MONROE CO PL	Yes	Yes	Yes	Yes
MONTEREY-TIPPECANOE TWP PL				
MONTEZUMA PL				
MONTICELLO-UNION TWP PL		Yes	Yes	Yes
MONTPELIER-HARRISON TWP PL			Yes	
MOORESVILLE PL		Yes	Yes	Yes
MORGAN CO PL	Yes		Yes	Yes
MORRISSON REEVES LIBRARY		Yes	Yes	Yes
MUNCIE-CENTER TWP PL		Yes	Yes	Yes
NAPPANEE PL		Yes	Yes	
NEW ALBANY-FLOYD CO PL	Yes		Yes	Yes
NEW CARLISLE & OLIVE TWP PL				
NEW CASTLE-HENRY CO PL		Yes	Yes	Yes
NEW HARMONY WORKINGMEN'S INSTITUTE		Yes	Yes	
NEWTON CO PL		Yes	Yes	Yes
NOBLE CO PL		Yes	Yes	Yes
NORTH JUDSON-WAYNE TWP PL		Yes	Yes	
NORTH MADISON CO PL SYSTEM			Yes	
NORTH MANCHESTER PL		Yes	Yes	
NORTH WEBSTER COMMUNITY PL		Yes	Yes	Yes
OAKLAND CITY-COLUMBIA TWP PL			Yes	
ODON WINKELPLECK PL			Yes	
OHIO CO PL		Yes		
OHIO TWP PL SYSTEM	Yes	Yes	Yes	
ORLEANS TOWN & TWP PL				
OSGOOD PL			Yes	Yes
OTTERBEIN PL			Yes	
OWEN CO PL			Yes	Yes
OWENSVILLE CARNEGIE PL				
OXFORD PL			Yes	Yes
PAOLI PL	Yes		Yes	
PEABODY PL		Yes	Yes	
PENDLETON COMMUNITY PL		Yes	Yes	
PENN TWP PL				
PERU PL			Yes	Yes
PIERCETON & WASHINGTON TWP PL				
PIKE CO PL			Yes	
PLAINFIELD-GUILFORD TWP PL		Yes	Yes	Yes
PLYMOUTH PL			Yes	Yes
PORTER CO PL SYSTEM			Yes	Yes
POSEYVILLE CARNEGIE PL				

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PRINCETON PL		Yes	Yes	Yes
PULASKI CO PL				
PUTNAM CO PL		Yes	Yes	Yes
REMINGTON-CARPENTER TWP PL			Yes	Yes
RIDGEVILLE PL		Yes	Yes	
ROACHDALE-FRANKLIN TWP PL			Yes	
ROANN PAW-PAW TWP PL			Yes	Yes
ROANOKE PL			Yes	Yes
ROCKVILLE PL				
ROYAL CENTER-BOONE TWP PL		Yes		
RUSHVILLE PL				
SALEM-WASHINGTON TWP PL		Yes	Yes	
SCOTT CO PL			Yes	
SHELBYVILLE-SHELBY CO PL	Yes		Yes	
SHERIDAN PL			Yes	Yes
SHOALS PL	Yes	Yes		
SOUTH WHITLEY-CLEVELAND TWP PL		Yes		
SPEEDWAY PL			Yes	Yes
SPENCER CO PL				
SPICELAND TOWN-TWP PL				
ST JOSEPH CO PL	Yes	Yes	Yes	Yes
STARKE CO PL SYSTEM	Yes			
SULLIVAN CO PL		Yes	Yes	Yes
SWAYZEE PL				
SWITZERLAND CO PL				
SYRACUSE-TURKEY CREEK TWP PL			Yes	
TELL CITY-PERRY CO PL			Yes	Yes
THORNTOWN PL			Yes	Yes
TIPPECANOE CO PL	Yes	Yes	Yes	Yes
TIPTON CO PL		Yes	Yes	Yes
TYSON LIBRARY ASSOCIATION, INC	Yes			
UNION CITY PL	Yes			
UNION CO PL	Yes	Yes	Yes	Yes
VAN BUREN PL				
VERMILLION CO PL			Yes	
VIGO CO PL		Yes	Yes	Yes
WABASH CARNEGIE PL		Yes		
WAKARUSA-OLIVE & HARRISON TWP PL			Yes	
WALKERTON-LINCOLN TWP PL				
WALTON & TIPTON TWP PL			Yes	Yes
WANATAH PL				
WARREN PL			Yes	Yes
WARSAW COMMUNITY PL		Yes		
WASHINGTON CARNEGIE PL			Yes	Yes
WASHINGTON TWP PL				

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WATERLOO-GRANT TWP PL			Yes	Yes
WAVELAND-BROWN TWP PL			Yes	
WELLS CO PL		Yes	Yes	Yes
WEST LAFAYETTE PL	Yes	Yes	Yes	Yes
WEST LEBANON-PIKE TWP PL				
WESTCHESTER PL			Yes	Yes
WESTFIELD-WASHINGTON PL			Yes	Yes
WESTVILLE-NEW DURHAM TWP PL				
WHITING PL			Yes	Yes
WILLARD LIBRARY OF EVANSVILLE	Yes	Yes	Yes	Yes
WILLIAMSPORT-WASHINGTON TWP PL		Yes	Yes	Yes
WINCHESTER COMMUNITY PL			Yes	Yes
WOLCOTT COMMUNITY PL				
WORTHINGTON JEFFERSON TWP PL				
YORK TWP PL				
YORKTOWN-MOUNT PLEASANT TWP PL			Yes	