

BEGIN AT THE BEGINNING!

Here are some of the basic issues that will have to be addressed as you start up a new Friends group:

- Develop a core (executive) group of your library's Friends and supporters—not staff—who will actually be doing most of the administrative work and strategic planning.
- Establishment of purpose and determining priorities for service.
(Your Mission Statement)
- Develop a structure that includes a membership-elected executive board (including your officers) and committees or task forces to help the group accomplish its yearly goals.
- Development of Organizational bylaws to be adopted by your General Membership.
- Establishment of a 501(c)(3) organization to accept tax-deductible contributions.
- Development of a dues structure. Development of a recruitment campaign.
- Development of written operating agreement between Friends and Library administration outlining respective roles and authority.
(Your Memorandum of Understanding - MOU)
- Development of a recruitment campaign.
Once dues/membership levels are established, design a flier/brochure to promote membership.
Ask staff to help distribute to patrons.
- Get the word out!
- The question most often asked by the public?
What do I get for my Friends membership?
The immediate answer is, of course, **YOU GET A BETTER LIBRARY!**
Any subsequent answers (bookbags, discounts, early sale entry) should be determined by your Board, which will network in your community and seek possible 'benefits' of becoming a friend of your library.