Friends of Brooklyn Public Library HANDBOOK
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bklynlibrary.org
We’re SO GLAD You’re Here!
Letters of Welcome

Brooklyn Public Library is as creative and energized as the city we serve. Every branch library—in every neighborhood throughout the borough—enables patrons of all ages to access our collection of millions of books and participate in a staggering array of programs. The neighborhood library is where our communities come together: to sing along at a multilingual story time, prepare for a citizenship exam, learn how to launch a business or write a memoir, and much, much more.

Friends Groups are integral to sustaining this creativity and energy. Your longstanding support and advocacy ensures neighborhood libraries have essential funds to purchase program supplies and care for well-tread spaces. Above all, you help educate your community about BPL, so that more people can benefit from our diverse resources and services.

Thank you for spreading the word with every flier, book sale, concert and postcard. And in so doing, thank you for ensuring the public library remains one of the most vital, versatile and democratic institutions in our borough and our country.

Linda E. Johnson
President & CEO, Brooklyn Public Library

Twenty-five years ago, a neighbor invited me to the first meeting of a new group to support our local library. As a parent and teacher, the library was my personal and professional lifesaver, and I wanted to give back to the place that had helped me in so many ways.

Since that first meeting in 1993, I am so proud of what the Friends of Brooklyn Heights Library have accomplished. Our Friends group sponsored programs that wouldn’t exist without our support, advocated and received substantial government funding, and successfully fundraised over $200,000—all on behalf of the neighborhood library we love.

From one Friend of the Library to another, I wish you luck as you embark on your journey to support your local library. You’ll meet amazing people who truly care about their neighborhood, learn the ins and outs of NYC’s library world and you’ll learn a lot about bake and book sales. Most importantly, you’ll get to directly see the impact you and your fellow Friends make on your library.

Libraries are the hallmark of our democratic society. Please know that by becoming an official Friend of the Library, you are making a lasting, positive difference for your community.

Deborah Hallen
President, Friends of Brooklyn Heights Library
About Brooklyn Public Library

As an independent system separate from New York Public Library and Queens Library, Brooklyn Public Library serves the borough’s 2.6 million residents, offering thousands of public programs, millions of books and the use of more than 1,500 free internet-accessible computers. This is just the start of what you can do at one of Brooklyn’s 59 public libraries.

Mission Statement
It is the mission of Brooklyn Public Library to ensure the preservation and transmission of society’s knowledge, history and culture, and to provide the people of Brooklyn with free and open access to information for education, recreation and reference.

Vision Statement
Brooklyn Public Library will be a vital center of knowledge for all, accessible 24 hours a day, and will be a leader in traditional and innovative library services which reflect the diverse and dynamic spirit of the people of Brooklyn.

Friends Program Statement
The Friends of Brooklyn Public Library are organized volunteer groups committed to supporting and supplementing needed library resources. Friends advocate for the importance of library services in our communities, increase community awareness about BPL’s programs and raise funds to achieve library goals.

LOCATION OF FRIENDS GROUPS

= Established Friends Groups
= Newly Forming Friends Groups
Looking Back at Friends

The history of the Friends of Brooklyn Public Library began in May 1937, when a group of cultural and social leaders decided to work together to help BPL with fundraising and book collection. Among them was Mrs. Harriet T. Righter, who would guide the group until the dissolution of the Friends in 1962. The group had an initial membership of 225, with the goal of expanding that membership across every branch in Brooklyn.

The new Friends Group sponsored library activities, encouraged gifts to BPL and helped local branch chapters organize. Gifts to various branches included logs for fireplaces that were lit during winter story hours, a world globe (still at Central Library), and a custom-made turntable for the Music Division.

During World War II, the Friends participated in the war effort through the nationwide Victory Book Campaign, with books that were donated to both the Library’s own collection and troops in active service as well as those in military hospitals and POW camps. The Friends also helped fund holiday story hours during World War II, where attendance exceeded all expectations, partially due to European refugee families.

Throughout their tenure, the Friends of Brooklyn Public Library sponsored monthly teas and annual meetings, the latter featuring speakers, including Robert Moses. There were annual staff awards, the first of which went to Greenpoint Library’s staff in 1951 for transforming the branch into a widely-used neighborhood center, increasing the collection of Polish books to welcome the Polish community to Greenpoint Library and hosting bi-weekly literacy meetings for pre-school children and their young mothers. During its existence, the Friends bought 25,000 new books for BPL and had, at its peak, 500 members.

In 1962, the Friends Group decided to disband. After increased State and City funding, the Friends agreed they had achieved their goal of a stable and robust Library budget.

Interest in the Friends revived in 1975, sparked by the City’s dramatic financial crisis. The Board of Trustees issued a policy statement encouraging the organization of groups in support of their local library. Many library employees were laid off and hours of service at the branches drastically reduced over the next few years. At the Ryder branch,

the Friends held a rally and all-night “read-in.” Friends conducted active letter-writing campaigns and met with elected officials to urge restoration of adequate funding.

By 1983 there were 19 Friends Groups across the borough. Today, there are 30 active and forming Friends Groups in Brooklyn.

The source material for this history comes from the January 1986 “Friends & Associates Handbook.” It was fact checked and updated by James Brueckel, a summer volunteer at Brooklyn Public Library.

FRIENDS INSIDER INFO

In 1939 the Friends of Brooklyn Public Library announced a competition for the design of a bookplate. Entries were to be in black and white only, and a prize of $100 was set aside for the winner. Prints submitted were to be exhibited at the Brooklyn Museum in November of 1939. The above plate by New York artist Ernest D. Roth was the winner. The view is a glamorized version of Manhattan seen through the window of the then new Central Library’s Trustees Room. The plate could have been produced to celebrate the opening of the new building, which took place after years of delays, in 1941. Roth was born in Germany in 1883 but moved to New York City as a child. The son of a baker, by the 1930s he was living on East 71st Street and enjoying some success as a painter and print maker.

– Adapted from Joy Holland’s online post to the Brooklyn Collection’s website.
Let’s Get STARTED!
**Getting Started**

**Step One:** Talk to your local librarian about starting a Friends Group. Talk to BPL’s Community Relations department. Talk to your neighbors and to local civic, religious or parent groups. With guidance from your library’s staff, set a date for an initial meeting and strategize about encouraging a diverse group of people to attend the meeting. Friends Groups are most effective when they are reflective of the entire community of patrons: people of all ages, races, genders, family make-ups and economic backgrounds.

**Step Two:** At your initial meeting, the group should talk about why they want to help their local library and a staff member from BPL’s Community Relations team will talk about the Friends program as a whole. The library will present a “wish list.” Together, everyone will discuss how to structure the group and decide on the next meeting date, or agree to send out a poll to determine the best time. The goal: everyone leaves fired up and ready to brainstorm how to improve their local library.

**Step Three:** Choose your goals, a structure, a meeting schedule, and start planning a fundraiser, advocacy event or membership drive. Don’t go too big too fast—start with manageable events. We want your event to succeed without anyone burning out!

**Step Four:** Keep track of your successes! Raise funds to support your library’s programs. Advocate to keep your library’s doors open. Hang fliers to let your neighbors know what programs are happening inside the library. Make a difference. Celebrate that difference! Take pictures and share your story.

These four steps are the basics. The rest of this guide will give you advice on how to accomplish these steps, and cover some important rules. This guide is meant to be practical, so let BPL’s Community Relations department know if you have edits or additions to suggest.

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**SUCCESS STORY**

Within two months of forming, the Friends of Brower Park Library decided to plan a small bake sale. They set the date for the busiest Saturday in May at their branch and created a list of tasks ahead of them. The idea of a bake sale seemed manageable, but when they listed out the tasks—including recruiting volunteers and promoting their sale—it was clear that this was a big undertaking. They decided to split up the tasks of advertising the sale, reaching out to parent groups for baked donations, approaching local businesses for donations of plates, napkins, coffee and snacks, staffing the two shifts of their four-hour bake sale and actually baking treats. And it worked! Their bake sale made over $350 in four hours! “I think we were all surprised and pleased at the success of our first event,” said Tina Anderson, a leader of the Friends of Brower Park Library. “The community really came out in support of the library. Although the Friends Group was still new, working together helped strengthen our own relationships. It was certainly one way to get our feet wet! It’s easy to over-engineer a fundraising event. By committing ourselves to it, we made it happen. Now, we feel confident any future events will be successful as well.”
The Rules

There are a few rules Friends must follow. These are some of the more important ones, which you’ll see in more detail throughout the rest of this guide.

General
- All Friends must sign the Friends Code of Conduct—even one-time volunteers at events.
- Keep up the library’s friendly, welcoming environment; be conscious of your language and tone.
- You need a minimum of five members to be recognized as an official Friends Group by BPL; BPL will only recognize one Friends Group per branch.
- Friends cannot enter into legal agreements or contracts on behalf of BPL. Terms of Service are contracts—keep this in mind and always seek BPL’s approval before agreeing to anything.
- BPL’s official logo can only be used with permission.
- Friends Group members must be 18 years or older.

Meetings
- Friends must host at least four meetings a year to be considered an active Friends Group.
- Always check with your branch before setting meeting dates. You should establish and maintain positive and frequent communication with your branch’s staff.
- Include a BPL staff member at all Friends meetings and on all emails about Friends business.
- Friends meetings must be held at the local library, so all members feel welcome and the library’s staff can attend.
- Friends must keep records, send out agendas before meetings and take notes and distribute them after meetings.

Fundraising & Events
- Donations must be given in their entirety to the Library on a timely basis.
- Always consult with BPL before committing to any fundraisers; the Library has the final say over how donations can be collected and on any fundraisers held on Library property.
- Both the Friends and their library must agree on how all funds will be spent.
- Even for small purchases like refreshments, always get approval from the branch before spending Friends funds; the branch will also always do the same. BPL cannot reimburse expenses that do not have advance approval.
- Friends must plan to cover all aspects of Friends events; library staff cannot be counted on to be available to help at Friends events.

YOU CAN BECOME A VOLUNTEER TOO!

Friends occasionally help with special programs, but they cannot run regular programs. If you are interested in personally providing after school homework help, leading English conversation groups, assisting librarians with literacy programs or story times, you should consider becoming an official Brooklyn Public Library volunteer. This program is separate from the Friends Group program and is made up of more than 2,000 volunteers. Volunteer opportunities are open to all, including teens and people with disabilities. You can find out more at bklynlibrary.org/support.
The Library’s Role

Library Staff Member
While the Friends will work with many different library staff members, each library will designate a particular person to serve as the main contact with the Friends Group. They’ll work with the Friends to book space, help secure brochures and other resources, create a wish list for the Friends, and approve events and spending requests. If that staff member can’t attend a meeting, they’ll make sure another colleague is there.

Government & Community Relations Department
BPL assigns a member of its Government & Community Relations department to act as a liaison between the Friends Group and BPL’s various departments. The liaison will attend meetings when possible, make sure the Friends are included in the long-term planning of the library, provide administrative support, approve and process purchases and work with the Friends and library staff to set goals.

Friends Groups & Their Relationship To BPL
Friends Groups are organized volunteers dedicated to supporting their local library. They are not independent 501©3 organizations; instead, they fall under and use BPL’s tax-exempt status. Friends must follow all BPL policies and procedures, including the Anti-Harassment Policy, Dress Code Policy, Drug and Alcohol Policy, and Workplace Violence Policy. Friends are not considered employees of BPL based on their membership in the Friends Group. Friends also cannot enter into any legal agreements on behalf of BPL.

Setting Goals for Your Friends Group

As a Friend, your mission is to support your local library. There are many ways to do that: Friends support their library through advocacy, increasing community awareness, raising funds and helping at special events. You’ll work with your library to set goals and priorities within each of these categories.

Advocacy
Each budget season, BPL will ask for your help to secure both capital and expense funds. You can help your library receive millions of dollars in funds by building strong relationships with your local representatives and helping mount creative campaigns that get your neighbors to contact their elected officials.

Increasing Community Awareness
All libraries want to let their neighborhoods know about the variety of programs happening within their walls. Maybe your branch has a story hour that could use an attendance boost, or maybe there’s a brand new program that needs publicity. Your Friends Group can distribute fliers around the neighborhood, spread the word through your personal or professional networks and make announcements at civic or religious meetings. By taking these actions, you will help your library’s programs succeed.

Raising Funds
Your library will provide you with a specific “wish list” of items. You can set fundraising goals for the short and long term, and plan fundraisers and campaigns to help meet them.

Special Events
Your Friends Group can provide grassroots backing for BPL, including volunteering at your local library or at larger BPL events when needed.
Structuring Your Friends Group

All Friends Groups in Brooklyn (and even across the country) have a similar structure: a core group of 5-8 people who make agendas, take notes and take the lead on planning events and engaging the community. Traditionally, Friends Groups have been governed by co-presidents, co-chairs, a president and vice president, as well as secretaries and treasurers. Friends can also run their Group collaboratively as a self-governed community group. BPL and the Friends will work together to structure their particular Friends Group. Please note that to be recognized as an official Friends Group by BPL, you need at least five members.

Self-Governed Community Group
Increasingly, BPL's Friends Groups are deciding to form as self-governed community groups that are non-hierarchical and modeled on the structure used in some community gardens. There are no assigned leaders—everyone in the Group is invited to participate equally and decisions must be made by consensus. The Group will work with their library to set goals, divide tasks and hold each other accountable to fulfill their individual tasks. Generally, members take turns leading meetings.

Traditional Roles & Responsibilities
Some Friends Groups prefer a traditional structure. If your Group decides to structure itself this way, you should host annual elections and rotate leadership roles. These roles include:

Chairs/Co-Presidents/President & Vice Presidents
You’ll serve as the main point of contact between the Friends and BPL, working with library staff to reserve meeting spaces and decide on dates. You’ll make sure the agenda is set before each meeting, someone (maybe even you) is taking notes and sending them out to the group, all voices in the room get heard and the meeting ends on time.

Treasurer
While all the funds are stored in a budget line at BPL for your Group, you’ll keep track of how much the Group raises and spends. On a quarterly basis, BPL will send you an account statement and you’ll make sure it matches what you have in your ledger. The treasurer also ensures all expenses have been approved by both the Friends and the branch library.

Secretary
The secretary keeps the history of your library’s Friends Group. If the Group has enough people, a secretary’s sole role can be to take notes, share them with the Group and archive them.

Members
Regardless of title, all Friends leadership members try to attend every meeting and volunteer at Friends events. It’s always helpful to have members who can take on special projects—like managing your book sale or coordinating volunteers for advocacy.

ONLINE RESOURCES
Find these at bklynlibrary.org/friends:
- Sign-in Sheet Templates
- Meeting Flier Templates
- 596 Community Governance Cards
Hosting Productive Meetings

Friends Groups must host at least four meetings a year, though most new groups prefer monthly meetings. It can take practice to cover everything you want in your meetings, but there are some tools to help. You’ll know your Friends meetings are going well when your Friends show up regularly, the meetings end on time and you leave feeling like you accomplished something.

Agendas
Agendas should always be sent in advance to the Group (don’t forget to include library staff and the BPL liaison). Agendas should have a library update near the start. It’ll take some practice figuring out how long you’ll need for each topic, but after a few meetings you should have a good sense. Putting times for each agenda item can help you learn this. Agendas typically end with “Next Steps / Next Meeting” as the final item. This is when you’ll summarize what everyone has agreed to do and remind everyone of the next meeting.

Meeting Dates
Either set the next meeting date before adjourning or agree to send out a poll (like Doodle) to find a good time (make sure you clear the dates with your library first!). This helps maximize attendance and gives enough time to help with publicity. When events are being planned, it can be helpful to call a working group or committee meeting with just the Friends working on the event.

Setting a regular date (like the first Monday or third Thursday, for instance) can make scheduling easier. Sometimes you’ll still have to move it because of unforeseen circumstances, but this helps both the Friends and library staff plan for meetings well in advance.

Meetings must be held at the branch, except in unique situations and only with permission from the library contact. We want to make sure everyone feels comfortable; hosting meetings in a welcoming and trusted environment is important.

Don’t forget to send out reminders for your meetings, post them on social media and send them to your community partners. Your branch can post on their online calendar of events.

Timing
Try to start and end on time; this shows respect for your Friends’ time. If your meeting ends near the time your library closes, please be respectful of library staff and make sure your meeting is over at least 30 minutes before the library closes.

Notes/Minutes
Always make sure someone is taking notes and is able to send them to the Group within a week of your meeting. This is the record of your meeting for the future. The notes don’t need to be super detailed but should accurately reflect what was decided during the meeting. Always include your library staff and BPL liaison when sending out your notes; BPL will archive these too.

FRIENDS INSIDER INFO
Minutes are important for current Friends as well as Friends of the future. Brooklyn Public Library has Friends minutes going back over 75 years. In February 1939, for instance, the Friends reported that Greenpoint Library’s circulation was expected to drop when Lent started since nuns collected Catholic children’s library cards for the duration of the religious observance (reading was considered a leisure activity). Beyond providing anecdotes, minutes also provide a record of approved purchases and events. The Friends of Brooklyn Heights have both their current minutes (which go back 25 years) as well as minutes dating back to the 1960s from the Friends Groups preceding them at their branch.

ONLINE RESOURCES
Find these at bklynlibrary.org/friends:
• Sign-in Sheet Templates
• Meeting Flier Templates
• Doodle Poll

APPENDIX SAMPLE DOCUMENTS
• Sample Meeting Agenda
• Sample Meeting Notes/Minutes
Growing Your Core Group

In order to grow your core Group, you will need to test out different strategies. Create a list of ways you want the community to help (attend a meeting, volunteer at a book sale, etc.). It’s always helpful to know the various ways new members are willing and able to help. No matter how you receive new members, always follow up with them! It is crucial to get in touch immediately and let any prospective members know when the next meeting or volunteer event is happening.

Strategies To Grow Your Core Group

- Appoint a member to take the lead on membership growth as a project.
- Host a welcome table before and after busy programs. Talk to patrons about the Friends Group, and get people to sign up!
- Host an open house to showcase your Friends Group. Invite your neighbors into the branch for refreshments and to learn about the Friends program. This can be an easier entry into the Friends program than showing up at a meeting.
- Ask your librarian to request special brochures that can be distributed in your library and around the neighborhood.
- We’ve created postcards that can be customized with a label to advertise your next meeting or event—you can leave these in coffee shops, grocery stores, doctors’ offices and other businesses around your neighborhood.

- Make it easy to attend a meeting: regularly schedule your meetings, send reminders in advance and post the details around your community.
- Collect email addresses at everything you do—book sales, advocacy events—so you can stay in touch with everyone who has already interacted with your Friends Group.
- Work with library staff and the Community Relations office to come up with recruitment events like an open house.
- Ask local politicians and the local Community Board to spread the word to their lists about upcoming Friends meetings.
- Always make a pitch at your fundraisers and Friends events about the Friends Group and how to join.
- Make sure you constantly remind people what they get out of joining the Friends Group: a better library, a sense of community and a stronger neighborhood.

Keeping In Touch

Some BPL Friends Groups use Google Groups to stay in touch with each other. Especially when you’re planning an event, it can be hard to keep track of all the email addresses. Google Groups lets individual members set preferences for how many emails they receive per day, and people can contact one central email address.

ONLINE RESOURCES
Find these at bklynlibrary.org/friends:
- Strategies in United for Friends
- Google Groups

PRINT MATERIALS AVAILABLE
Contact your Friends Liaison to get:
- Friends Trifold Brochures
- Customizable Friends Postcards
WHAT To Do
And HOW To Do It!
Increasing Community Awareness & Marketing

All libraries want to let their neighborhoods know about the variety of programs happening within their walls, especially new programs. Friends can help by utilizing their networks, including any connections to parenting listservs, block associations, and civic or religious groups. Beyond that, here are a few other ways you can help:

**Social Media Channels For Friends**

BPL encourages each Friends Group to set up a digital presence on their preferred social media site (Facebook, Twitter, etc.). You can post meeting notices and fundraising fliers for Friends events, as well as share branch activities. Keep in mind that if your pages aren’t regularly updated, your social media site can give the impression your Group is defunct. Start with just one social media site and see how often you post before setting up multiple accounts.

To ensure that the social media site is always available to your Friends Group and any future versions of it, make sure either the branch staff or the Community Relations liaison is an administrator on the Facebook account or has the username and password for the Twitter or Instagram account.

Use of social platforms is a two-way street—check your social media sites often and respond to any comments, questions or feedback if needed. Upload or post new content on a regular basis. This will keep your content fresh while encouraging patrons to visit often for updates.

Please note: inappropriate comments should be deleted. This can include offensive, obscene, threatening or abusive content; hate speech (including racism, homophobia, sexism) and personal attacks of any kind; spam and commercial content; material containing a copyright violation; and comments that are completely off-topic.

**SUCCESS STORY**

The Friends of Leonard Library post almost daily on their Facebook page. With so much happening each day at their branch, they post ‘Today at Leonard Library’ schedules with a rundown of all the different activities scheduled at their branch that day.

**Post Fliers**

Think beyond your branch! Your fliers shouldn’t just live in library display cases—they should be distributed throughout your neighborhood. Think of places where community bulletin boards exist, like laundromats, grocery stores and coffee shops. You should make your fliers as creative and cool as you’d like. If you’re struggling for ideas, we’ve created some standard templates you can use.

**Elected Officials & Community Boards**

Your local representatives and community boards can also help spread the word about upcoming events and programs. You should both invite them to attend and ask for their help promoting your events via their social media pages or fliers in their offices. Dropping off fliers is also a good opportunity to connect with the staff working for the elected official and community board.

**BPL’S Social Media Accounts & Newsletters**

Your larger events can be marketed by BPL via social media and the Library’s email newsletters. The Library plans its social media posts and newsletters in advance, so always give at least two weeks’ notice to the Community Relations department if you’d like BPL to promote your events on social media. BPL’s social media accounts will follow your Friends Group’s accounts and will share your posts to help spread the word about your events.

You can also request for your events to be featured in Bookmark, BPL’s signature digital newsletter sent bi-monthly to over 400,000 subscribers. Space is very limited in Bookmark; plan on sending your events with 3-4 weeks’ notice. BPL will sometimes ask for your help in increasing the subscribers to Bookmark—both by sharing it with your own lists and promoting the email sign-up form on your social media pages.
Increasing Community Awareness & Marketing

Friends Email Newsletters

Some Friends Groups also use email marketing tools to communicate with neighbors and potential new members in support of their library. Email newsletters can be a great way to keep your community updated on events your Group is organizing as well as the library’s regular programming, and there are a variety of free platforms that allow you to start a mailing list quickly and grow an audience. BPL’s Marketing team and Community Relations office will have some tips for you on best practices, as well as some guidelines we will want you to follow, if you decide to start using email marketing tools on behalf of your Friends Group.

Logos

BPL has created Friends logos for your individual branch. You should use the logo on all fliers, communications and social media sites. The branch will also use it on fliers for the programs you sponsor. Friends Groups are not allowed to use BPL’s BKLYN logo or other BPL logos on their materials without prior permission from the Community Relations office.

Fliers

Posting fliers in your library and around your neighborhood is a great way to advertise your Group’s fundraising and community events. When designing a flier, it’s best to keep things simple. Use an easy-to-read font; we recommend Arial. You don’t need to write a lot of copy, but be sure to include the basic details of your event: who, what, when and where—and don’t forget to proofread! If you’re including an image on your flier, avoid using copyright-protected images, low resolution images and unnatural-looking stock images. Whenever possible, it’s best to use original BPL photography.

Banners & BPL-Designed Products

BPL’s Marketing team can design and order a banner for your Friends Group to hang at events. Banners need to be paid for out of Friends Group funds. The Marketing team can also help design fliers, swag and other items for your Friends Group. Always submit design requests to the Community Relations office 4-6 weeks before you need the materials.

Press Outreach & News Releases

BPL’s Marketing team can help you strategize the best ways to get press and media attention for your events and fundraisers. Plan on reaching out to the Community Relations department with three weeks’ notice for your events and they’ll connect you with the right person. Always run media advisories and press releases by the Library before sending them out.

For smaller events that you want to pitch to community newspapers and local blogs, make sure to include information about the event details (time, date, place, a description) as well as information about fundraising (the purpose of the fundraiser, how will the money be used, local businesses’ contributions) and leave a few days for the Library’s press officer to review. Ask BPL for a sample media advisory.

Thinking like a busy news editor—who often get hundreds of releases and pitches every week—can help you determine the best way to proceed with contacting a media outlet. Being brief is always a good idea. Television reporters—and many other outlets—will want to know the story’s visual aspects up front. All reporters are looking for good stories to tell (a new immigrant working the night shift and taking English classes during the day) rather than just general topics (immigration). Reporters like to cover programs and stories which are timely, impact a wide range of people, and include local flavor, a human element, something novel or different and items that are directly related to readers’ health and safety.

Many local press outlets also have online calendars which may occasionally grab a reporter’s attention or get participants to your library. Feel free to enter information on these calendars. Remember to identify yourself (or your event) as Friend of the Library.

If a reporter reaches out to you or follows up on an event you are hosting, you cannot speak on behalf of Brooklyn Public Library without BPL’s permission.

ONLINE RESOURCES

Find these at bklynlibrary.org/friends:
• Flier Templates
Advocating for Your Library

Government sources provide the majority of BPL’s operating funds as well as the capital funds to improve neighborhood libraries. It’s crucial Brooklyn’s—and the entire City and State’s—delegations of elected officials know how important libraries are to their districts. Each year, the city’s three library systems plan a joint advocacy campaign aimed at city elected officials, and BPL mounts its own advocacy campaign focused on Brooklyn. Friends Groups are a crucial partner in both of these campaigns as they share personal stories about the importance of libraries.

Developing Relationships With Your Elected Officials & Staff

Once you have fliers for an upcoming meeting or event, bring some to the neighborhood offices of your local elected officials. Introduce yourself to their staff as a member of the Friends Group of your library and ask who you should reach out to about inviting the official to your bigger events. Stay in touch with the office by inviting them to your larger events and asking them to help spread the word about your events.

Having strong relationships with your elected officials makes advocacy more effective.

SUCCESS STORY

The Friends of New Utrecht Library always invite their Council Member to events. Sonia Valentin, the president of New Utrecht’s Friends Group, sends an email and follows up with a phone call whenever there is a big event at the library, like culminating arts events and concerts. When the Council Member arrives, they introduce him to everyone in the room and make sure he has time to speak to the group. They also make sure to submit an application for expense funds to the Council each year, and for the past two years have received grants of $5,000 towards the library’s arts programs. Sonia’s advice: “Be sure to include the Council Member’s name on fliers for library events they have funded, take plenty of photos to send to local newspapers so the public is aware of the Council Member’s involvement and dedication to the library, and in appreciation always send your Council Member a thank you note.”

Budget Campaigns

While the activities and goals in each budget campaign look a little different, there are some similarities. BPL and Friends will partner to set up tables to alert library patrons about the campaign and ask for their involvement (calling an elected official, signing a petition, tweeting or attending a rally, for example). Friends, be sure to let your elected officials know about the campaign and ask for their support.

District Office Visits

Your Friends Group should visit each of your elected officials’ offices at least once a year—and with as many members as you can bring. You can take a ‘thank you’ craft project from a children’s program, drop off fliers for distribution or drop off signed letters. Don’t worry if the representative isn’t there—ask to speak to the official’s chief of staff or district manager. Your message will get passed along! If the elected official is there, take pictures and share them on social media.

Capital vs. Expense Funding

There are two types of funding from the city to help libraries: capital and expense. Capital projects involve something new being built or major improvements to existing libraries, and cost over $35,000 (examples include roof projects or projects involving the air-conditioning and boilers). Expense funding covers everything else: furniture, books, technology and the staff at your library.

In FY17, BPL received in expense funding:

- 83% from the City
- 6% from the State
- 2% from the Federal Government
- 4% from Private Donations
- 5% from other sources
Advocating for Your Library

continued

**Participatory Budgeting**
Some Council Members allocate capital funds via Participatory Budgeting (PB), where the public gets to propose ideas and then vote on how city dollars are spent. Brooklyn’s libraries have received over $1 million in the last two cycles, including book drops, gardens, new signs and teen spaces. The process kicks off every September with delegate meetings. Community Relations can strategize with you to identify eligible projects at your library and work with you to get them on the ballot.

**City Council Discretionary Funds**
All City Council members have some discretionary funds they can allocate directly to groups like the Friends. This process occurs at the very start of budget season, typically in January or February. Friends must first check with BPL to make sure their applications won’t compete with any outstanding asks, and then may work with the Community Relations liaison to apply for funding.

**Thank You Campaigns**
Whether it’s Capital, Expense or PB funding, whenever libraries receive funds we thank the elected officials who made it possible. Dropping off a thank you card signed by program participants, creating a display at your local library or having a thank you postcard signing table at the branch are all great ways to let your elected officials know you appreciate them for funding libraries.

**SUCCESS STORY**
The Friends of Park Slope Library’s garden project has been one of the most successful of the borough’s Participatory Budgeting projects. The funds were included in the City’s June 2015 budget and within two years, construction was finished and the Friends joined the construction team, their Council Member and BPL staff at the new garden’s ribbon-cutting ceremony. Now that Park Slope Library’s garden is open, library staff use it to host story time and educational gardening programs, and patrons enjoy reading and relaxing in the outdoor space.

photos by Gregg Richards
Advocacy: City Budget Timeline

**JULY**
- **July 1st** - The new Fiscal Year begins.

**SEPTEMBER**
- **By September 3rd** - The Mayor releases the Capital Commitment Plan.
  - *Friends: Get started on Participatory Budgeting*

**OCTOBER**
- **Before October 31st** - Community Boards complete their Capital and Expense Budget consultations with City Agencies.
- **By October 31st** - Community Boards submit their Capital and Expense Budget priorities to OMB.
  - *Friends: While these priorities do not secure funding, they express the Community Board’s needs. Talk to your Community Board to make sure your libraries are at the top of their list.*

**JANUARY**
- **By January 16th** - The Mayor releases the Preliminary Budget for the upcoming Fiscal Year and the Mayor releases the Preliminary Ten-Year Capital Strategy if it is an odd calendar year.
  - *Friends: Work with BPL to apply for Discretionary Funds.*

**FEBRUARY**
- **By February 25th** - Borough Boards submit their priorities to the Mayor and City Council.
  - *Friends: While these priorities do not secure funding, they express our borough’s needs. Write or call the Borough President’s office to make sure libraries are at the top of the BP’s list.*

**MARCH**
- **By March 25th** - The City Council holds hearings and proposes recommendations for the Preliminary Budget.
  - *Friends: Plan to testify! Following the hearing on the budget for all three library systems, the public is welcome to testify.*

**APRIL**
- **April 26th** - The Mayor submits the Executive Budget and releases the Ten-Year Capital Strategy if it is an odd calendar year.

**MAY**
- **From May 6th to May 25th** - The City Council holds hearings on the Executive Budget.
  - *Friends: This is the prime time to directly talk to your City Council member about the City’s budget and how libraries fit into it. Work with the Government and Community Relations department to advocate to your elected officials for the importance of funding.*

**JUNE**
- **By June 5th** - The Executive Budget is adopted by the City Council, becoming the Adopted Budget. This date is often pushed back.
  - *Friends: Join BPL on the steps of City Hall and directly talk to City Council members about the importance of libraries.*
- **June 30th** - The Fiscal Year ends.
  - *Friends: Find out what the Adopted Budget means for the City. Keep the conversations going with elected officials—and come up with creative ways to say thank you.*

*These dates are set by our City Charter. The City Council may change them.*
Fundraising

All the money your Friends raise will benefit your local library! The branch staff will provide the Friends Group with a wish list of items that the branch needs; this list is the first step in the conversation about what the Friends should fund at their library.

**Both the Friends and library staff must agree on how money will be spent before it is actually spent.** The branch staff know their library—they monitor attendance and circulation and are in the branch almost every day—so they have final say on whether to accept specific gifts or approve spending requests. Friends cannot allocate funds without the branch approving them first, even for smaller items like refreshments.

All money must be deposited with your library as soon as it is raised; Friends should always count funds they are depositing with their library staff then sign or initial the Branch Donation Memo.

Your Friends Group falls under BPL’s tax-exempt status. If there are any gifts your members would like acknowledged for tax purposes, just let the Community Relations liaison know. The liaison will send a quarterly summary of your Friends balance within a few weeks of the quarter closing (September 30, December 31, March 31, and June 30).

The spending of all funds must be tracked and be available for auditing, and all proceeds from events must be turned over to your library in their entirety. **You cannot reimburse expenses out of cash raised at an event; reimbursements should be submitted with original receipts so they can be tracked.**

**Grants & Corporate Support**

If you find a foundation, government, corporate or private grant you’d like to apply for, BPL has grant writers who will make sure your application is as strong as possible. Always check with the Community Relations liaison well in advance of applying for any grants and we can work together to make the strongest proposal possible. Grants often require letters from BPL that may take a few weeks to create.

BPL’s Development department is in frequent contact with corporations and franchises that have locations in Brooklyn (like box stores, banks and real estate offices). You must reach out to your Community Relations liaison before soliciting grants from these types of businesses so we can coordinate requests and make sure BPL is presenting the strongest case for funding.

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**SUCCESS STORY**

The Friends of Cortelyou Library wanted to host a program that addressed the significant demographic changes their neighborhood was seeing, and bring together new and longer established residents to celebrate the neighborhood’s rich diversity. In 2015, they applied for a Citizens Committee grant to host a photography workshop for children. Storytellers and photographers held workshops and the library lent out cameras to children, who were asked to photograph their neighborhood as they saw it. The $2,500 grant paid for cameras that will be reused in future programs, as well as the printing and framing of all the artwork. The community joined their local Council member to celebrate the photographs at a gallery day hosted by the library.

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**Fundraisers**

All of these events take a lot of work; remember to make sure you have enough volunteers before committing to an event. Your library staff’s primary role is providing library services to the public, so they may not be available to help with your event. Always plan to cover all aspects of your event with Friends volunteers. **All volunteers must sign the Friends Code of Conduct.**

**Bake Sales**

A bake sale is a great place to start. Find a special event (kid’s concerts, special programs, election day) or busy day at the branch and plan your bake sale accordingly. Ask local businesses for donations too—coffee shops, bakeries, delis and other businesses can help your bake sale be a success. There’s a check list in the appendix that goes over things you may need for your sale.

**Book Sales & Thrift Sales**

Like bake sales, these sales are often driven by donations from local residents and businesses. If your branch has space available, you can collect these items at your branch preceding the event. It is helpful to have set collection days and times that are staffed by Friends. Friends need to plan enough time to sort the donated items and must decide in advance what do with the remaining items after the sale. If your branch doesn’t have space, you may need to come up with other types of fundraisers.
Fundraising

Tote Bags & Branded Items
Inexpensive items like pens, buttons, mugs, tote bags and t-shirts can all be branded with the Friends logo and sold at fundraisers or given as gifts to donors who contribute a certain amount. These provide double the value by advertising the Friends Group while also raising funds. However, because they must be purchased, seed money from either dues or funds raised previously is needed.

Online Fundraisers
Raising money through crowdsourcing can expand your reach beyond your particular neighborhood. Keep in mind that Friends cannot agree to the terms of a fundraising site without approval from BPL. Because of the unique nature of online fundraising, the Library requires that all proceeds from these types of fundraisers be dedicated to Library collections, so that the proceeds benefit the entire borough.

Getting Creative
Other successful events have included raffles, ticketed open-houses at the library after-hours, art auctions, craft sales and off-site receptions. Your branch is always open to hearing new ideas for small branch fundraisers—though keep in mind that the branch staff and Community Relations liaison must be involved in the planning process. There is a list of events in the back of this handbook.

Getting Started With A Fundraiser
Planning Your Fundraiser
The first step in a fundraiser is knowing why you are raising money. Select an item or items from the wish list as your goal before you start the planning process and be sure to tell the public this is why you’re hosting a fundraiser. Throughout this process, the branch staff and Community Relations liaison should be kept informed—they’ll help get necessary approvals and can offer ideas from past fundraisers.

Space at Your Library
Space is often very limited at libraries and a priority is placed on having the space available for library services. Keep this in mind if your fundraiser will involve storage of any kind and plan for this in advance with your library.

Budgeting Your Event
Even with bake sales, there are often some costs (napkins, for instance!). Try and think of all the potential costs before an event and try to determine if your event will earn at least twice as much as it will cost. If your event won’t be profitable, you should probably plan a different type of fundraiser. Your Group has limited time and energy to donate to the library, so make sure you’re using it wisely and on events that will be the most successful.

Creating Your Fliers
Your fliers won’t just live in library display cases—they’ll be out in your community on bulletin boards and in coffee shops. You should make them as creative and cool as you’d like. If you’re struggling for ideas, we’ve created some standard templates you can use. Be sure to tell the public why you are fundraising. Remember: you cannot use BPL’s BKLYN logo without advance permission.

BPL’s Marketing Team
When possible, BPL’s Marketing team will help boost the efforts of Friends by promoting your events and fundraisers on BPL’s official social media sites. It is important to plan events well in advance—and to keep in touch with the Community Relations liaison—to ensure BPL can cross-promote your events.

Event Timing
Always keep the branch’s hours in mind as you schedule events, and be sure to factor in enough time for set-up and clean-up. Sometimes this is hours and sometimes it is days—larger book sales, for instance, might require a meeting room for an entire week and could impact dozens of programs.

Elected Officials & Community Boards
Make sure you invite your local elected officials and community board chairs and district managers to your events. This can be a nice way to start a relationship with them, as well as show them the kind of work you’re doing. Reach out to your Community Relations liaison before the event to discuss the best ways to invite elected officials and community boards.
Fundraising

continued

After the Event
Funds should be turned over to the branch liaison to be sent to Central Library as soon as an event happens. The Friends and the branch liaison must count the funds together to ensure the amount is correct, and both will sign the Branch Deposit Memo. BPL will send the branch liaison an email confirming the amount of money received.

Beyond Raising Funds
While the main goal of a fundraiser is to raise funds, know that your event helps in other ways too. These events can often be the biggest program your library offers each year; the Friends of Park Slope Library see over 1,000 people pass through their book sale. They also help engage different people in the work of the library, spread awareness about library programs and bring new faces through our doors. Your library staff know that your hard work can’t just be measured in terms of dollars raised and is appreciative of all the ways your event helps your library.

In-Kind Donations from Local Businesses
For raffles, bake sales and auctions, items are often donated by a local business, community artist or craft person. Please have the business complete the In-Kind Donation Form when accepting donations from businesses. This allows the Library to keep a record of this support, acknowledge the donations with a formal letter (which the donor can use for tax purposes) and recognize the businesses in our Annual Report. If you need any help approaching local businesses or individuals, BPL's Development department can help.

The Library’s Tax Status
All donations to Brooklyn Public Library via the Friends are tax-deductible once they have been turned over to the Library. At the request of Friends, the Library will acknowledge any non-cash donations with a letter that can be used for tax purposes. To acknowledge a donation, please make sure you send the full name and address of the donor along with the gift. With in-kind donations, the Library will acknowledge the exact goods received, but cannot assign a value to it. Remember to collect the In-Kind Donation Form back from the business!
Purchasing Wish List Items

Brooklyn Public Library takes fiscal accountability very seriously and has a series of forms for reimbursements and purchasing items. Your local librarians and Community Relations staff are here to help. Please keep in mind that before any money is spent, it must be agreed to by both the Friends and BPL. BPL can only reimburse funds with advance approval and with original receipts, so always check with the branch and other Friends before purchasing anything.

Most wish list items can be purchased by BPL's purchasing department. They can be purchased from Amazon.com and other online vendors, as well as library supply companies. These purchases will be handled automatically once the Friends and Library agree on them.

Programs, musical acts and author honorariums will be handled by your branch staff in the same way they handle other programs. These performers will sign a contract and submit a W-9 form and an invoice. They’ll receive checks directly after the invoice is received from their event.

Furniture and technology purchases have their own sets of rules. To purchase these types of items, check with your Community Relations liaison.

There are times when a local vendor is preferred. In these cases, one can request a check or a reimbursement.

Requesting a Check
Caterers and other vendors are often paid by check. Caterers are generally paid in advance while other vendors are paid after the work has been completed. All payments to a business or performer always require the vendor’s W-9 form and at least one written bid or quote. Different purchases may require more bids, or other paperwork, including the Performer Agreement Contract or the Doing Business with The City Of New York form. A check request can take several weeks, so please plan accordingly.

Requesting a Reimbursement
Any Friends purchase with an original receipt and advance approval can be reimbursed. Just bring the receipt to the branch, let them know the address where the reimbursement check should be sent, and you’ll receive a check approximately two weeks after the paperwork is submitted. There are some price limits for reimbursements; make sure you approve your purchases with your library first.

Always check with the Community Relations office about what you’d like to purchase, and your liaison will figure out the best way to make it happen.
Innovative Friends Events

Looking for inspiration? Your fellow Friends Groups in Brooklyn are here to help. Below is a selection of the many BPL Friends events that have happened in the past few years throughout the borough. Ask your Community Relations liaison to put you in touch with the Friend behind any of these events, or join the Friends Google Group and ask away.

5th Annual Books, Bulbs & Butterflies
Friends of Cortelyou Library
Once every spring, the Friends take over their library’s plaza for a day-long concert featuring a full roster of neighborhood bands, refreshments from local restaurants and all sorts of children’s activities, including planting annuals in the library’s flowerpots.

Cortelyou At Night: Sycamore Bar
Friends of Cortelyou Library
Part fundraiser and part just fun, the Friends partnered with a local bar, charging a $5 entrance fee and receiving proceeds from each drink as part of this off-site fundraiser.

Children’s Lemonade Stand
Friends of Park Slope Library
Two daughters of a Friends member offered their own way of helping out—by hosting a lemonade stand and children’s book sale. Beyond the event’s proceeds, the lemonade stand raised the Friends’ and library’s profile in local press and with local elected officials.

Election Day Bake Sale
Friends of Carroll Gardens Library
Many libraries are polling sites on election day, and the Carroll Gardens Friends Group took a cue from their local PTA and decided to host a morning bake sale during their poll’s ‘rush hour.’ They set up a table with coffee and baked goods to tempt early morning voters, and made sure their customers knew that beyond doing their civic duty, they were also helping support a great institution through the purchase of a coffee and cupcake.

Summer Reading Gift Bags
Friends of Bedford Library
Having just started out, Bedford’s Friends were short on funds but had plenty of creativity. To make Summer Reading extra special, they created gift bags for each child who completed the reading program.

Annual Benefit For Friends
Friends of Brooklyn Heights Library
Each year, this Friends Group approaches a noteworthy neighborhood author or artist to headline their annual benefit, with ticket prices of $75. After the talk, which often heavily focuses on the neighborhood and the creative process, the Friends serve light refreshments.

Teen Space PB Project
Friends of Carroll Gardens Library
Carroll Gardens Library has an underused mezzanine that the Friends thought could make a great participatory budget project. They approached their library staff, who proposed turning it into a teen space. Together, the Friends and library staff worked together to get the project on the ballot. They attended the project preview night and passed out fliers at polling locations. The Friends were thrilled when they received $340,000 towards this new space.

Fall Bulb Planting
Friends of Clinton Hill Library
Led by a Friends member with a day job at the Parks Department, the Friends held an all-ages beautification day to remove weeds and plant bulbs. The Friends’ hard work bloomed throughout the spring.

Flower Sale
Friends of Gerritsen Beach Library
Gerritsen Beach Library doesn’t have quite enough space for a book sale, so the Friends decided it was a better idea to sell flowers and plants around Mother’s Day and the winter holidays for their fundraisers.
Innovative Friends Events

Raffle Night
Friends of Dyker Library
With donations from dozens of businesses, the Friends created over 30 gift baskets. These were raffled off at a Friday evening event with food, coffee and a concert from the library’s choral group.

Library Love Fest
Friends of Greenpoint Library
To celebrate Valentine’s Day and their library, the Friends hosted an entire day of kids’ programs. They set up a family photo booth and created a hand-drawn backdrop just for the day, and held one of their famous bake sales.

Bake Sale
Friends of Greenpoint Library
While a lot of bake sales involve Friends baking, the Greenpoint Friends like to ask their local bakeries to help. They divide up the bakeries and ask for support a couple weeks in advance, and pick up donations the morning of their sale. They end up with specialty cookies, donuts, cakes, coffee and more.

Yarn Creations Auction
Friends of Jamaica Bay Library
The Friends of Jamaica Bay started the knitting and crochet group, and often return to this group for help with their fundraisers. They donate beautiful yarn creations, which the Friends resell to benefit the branch.

Children’s Wing Paintings
Friends of Leonard Library
Working closely with BPL over two years, the Friends commissioned two new paintings for the children’s section of Leonard Library. These paintings meticulously depict the world of Betty Smith’s novel *A Tree Grows in Brooklyn*, which mentions Leonard Library and is set in its neighborhood. Betty Smith’s 94-year-old daughter joined the Friends, elected officials and BPL staff at an unveiling event for these paintings.

Totes By Local Artists
Friends of Macon Library
The Friends commissioned a local artist to create the design for their limited-run of tote bags, which they sell at all of their events.

Summer Carnival
Friends of Midwood Library
Every summer, the Friends help throw an outdoor carnival at Midwood Library. Each year the event has gotten bigger—in 2017 it even featured a pair of ponies for children to ride.

Friends Luncheon
Friends of Midwood Library
The Friends sold tickets to a luncheon at a local restaurant, with raffle prizes and guest speakers.

Local Arts Market
Friends of Mill Basin Library
The Friends created a list of local artists and rented tables to them, then widely promoted their arts market day. Beyond the proceeds from the tables, the Friends also sold refreshments at the market.

Fashion Show
Friends of Red Hook Library
The Friends of Red Hook Library sold tickets to a Saturday evening fashion show in the library, with a runway featuring local designers and local models.
Innovative Friends Events

continued

**Garden Cleanup**  
*Friends of New Lots Library*  
Looking for a low-cost way of making a difference for this new group, the Friends turned to community partners to help weed and clean up the front of the library.

**Art Auction**  
*Friends of New Utrecht Library*  
Teachers from New Utrecht Library’s art program donated several original pieces to the Friends for the auction. The funds raised supported future art classes at the library.

**Recital Refreshments**  
*Friends of New Utrecht Library*  
The Friends purchased a coffee urn and use it regularly, both at the branch’s craft programs for older adults and as a key part of the refreshment booth/mini-bake sale they set up before every large cultural program.

**Jewelry Sale**  
*Friends of Sheepshead Bay Library*  
For the past two years, the Friends have held jewelry sales on an almost daily basis at their branch. They worked with the library to come up with a good space and find volunteers to run their sale table for a limited number of hours each day.

**Thrift Sale**  
*Friends of Sunset Park Library*  
The Friends take to their branch’s sidewalks to hold their good-weather-only thrift sales, reselling donations and also renting space to other vendors to set up for the sale.

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**Annual Events Timeline**

Here is a timeline of important and popular BPL events.

**JANUARY – JUNE**

- Advocacy Season
- **FEBRUARY**
  - Blind Date with a Book
- **MARCH**
  - Read Across America
- **APRIL**
  - National Poetry Month
- **MAY**
  - Library Awareness Week
- **JUNE**
  - Summer Reading Kick-Off
- **AUGUST**
  - Summer Reading Closing Parties
- **SEPTEMBER**
  - Library Card Signup Month
- **OCTOBER**
  - Brooklyn Public Library Literary Prize
  - National Friends Week
Examples & SAMPLES
Example Prices

These prices are meant to give you an idea of how much things cost at libraries, based on recent purchases by Friends Groups. These prices will change frequently, so only use this guide for a rough estimate. Library furniture is meant to stand a lot of use; this type of institutional furniture costs much more than residential furniture.

Programs
- Author Honorarium for Book Talk – $100
- Musicians, ensembles and bands – $200 - $500
- Pickling Workshop for Adults – $200
- Drag Queen Story Hour – $250
- Weekly Chess Program – $100 Week; $4,000/ 10 Month Program
- 8-Week Sequential Art Class for Older Adults – $2,500-$5,000

Program Support
- Refreshments for knitting program – $10-$15/week
- Craft supplies for special children’s programs – $50/month
- Refreshments for teen programs or
  Book Buddy Thank You Pizza Party – $50-$100

Marketing Materials
- Banner – $40
- Hanes Tagless T-Shirts (100 Count) – $540
- US Printed Tote Bags (100 Count) – $650-$750
- Value White Mugs (500 Count) – $700
- Aluminum Sports Bottles (500 Count) – $1,400

Furniture
- One chair for main library floor – $250-$350
- One table for main library floor – $500
- Storytime Rug – $175-$1,000
- Outdoor Book Drop – $8,000-$10,000

Example Agendas

FRIENDS OF CARROLL GARDENS LIBRARY
October 3, 2017 | 7 pm
1. Introductions and welcome back!
2. Branch Update (John Leighton)
   - Update on Library Renovations
   - New Staff
3. Finances
4. Pending Projects from the Spring
   - A wallet card featuring the library’s hours and contact info, and a selection of quotes supporting libraries. It will be used to promote the library.
   - Projects for 2017-2018
   - Reopening the library—should we do something to celebrate?
   - Book Sale!
   - Purchase a pamphlet file for the foyer
   - Collage—to hang or not?
   - Edible Book event. Tentative date: April 1, 2018
   - Quilt project
   - Americanah—NYC book of the year discussion/event at the library
   - Pinwheels on the fence
   - Facebook survey
5. Next meeting date and action items

FRIENDS OF BROWER PARK LIBRARY
November 2, 2017 | 6:30 pm
1. Branch update—Morris Denmark
2. Treasurer’s update
3. Special orders (items of high priority including nominations or elections of officers)
4. Old Business
   - Update on items the Friends have decided to purchase/fund
   - Status of move to Children’s Museum
   - Scheduling an open house at the library for community members who have questions about the move
5. New Business
   - Discussion/planning for art show event
6. Adjournment
Friends of Macon Library

September 16, 2017 | 12 pm

In Attendance
Friends: Nailah, April, Emily, Doris, Jeff, Willie
Branch: LaMeane Isaac, Library Manager

Branch Update
LaMeane Isaac (Macon Library’s manager) provided a program update.

Treasurer’s Report
Current Balance $1,300.00
Online Fundraiser: $962.00
* There were some questions over whether the fundraiser stops at our goal of $1,000, and if we would need to start another fundraiser after we hit our goal. Liz (not in attendance) would be the one to know.

New Business
Next Fundraiser:
- This will include a video of people talking about the library
- Volunteers to appear: Willie and her son, Jeff and his kid, and Emily
- Nailah wants to film in the next two weeks, will likely take 90 minutes on a Saturday
- The library will send someone to film but we need to find an editor. April will ask someone.

Deck for Fundraiser
- The library has offered to do this for us
- October 31st deadline
- The deck will tie into our video and online fundraiser

Children’s Book Fair—11/4
- Can we get 20 authors for this event? April will do research on local authors
- Willie knows an author who sells their book at Kafe Louverture
- The group decided we would sell tables for $25 flat fee
- Volunteers so far: April, Jeff, Emily

Genealogy Project
- A rep from the genealogy project said she thinks the group might like to work with the Friends Group more
- Willie will ask if someone from the group can volunteer for the children’s book fair

Next Meeting
Set Next Meeting Date

Example Minutes & Notes

Bake Sale Supply Checklist

The Friends of Park Slope created the below checklist of items and ideas to make your bake sale a success.

- **Large table** (and possibly a small one to separate nut items from non-nut, but only if there are A LOT of items)
- **Table cloth or cover** (preferably ones that can get dirty or be washed)
- **Index cards** (write item, allergen and price)
- **Sharpie**
- **Items to use as risers on the tables** (to create height and more space, it also looks nicer aesthetically; you can use anything—old books, boxes, cups, etc....imagination is key)
- **Small plates**
- **Napkins** (do not display, people take way too many napkins if they have the ability to do so—seriously do not display, you’ll run out in the first hour)
- **Aprons for workers** (a cash box is nice to store extra money, but aprons are quick and easy)
- **Sandwich bags** (the fold-top will likely work fine but ones that can fit 4-5 items are also nice)
- **Hand sanitizer** (nice to have)

A few more tips:
- Save all the boxes, containers, etc. that people used to transport desserts; they can be repurposed for table risers, presentation of goods or takeaway containers
- If people are on the edge of buying a lot and you can offer them a big Ziploc storage container, they won’t say no (more $$$!)
- Rotate items around as they sell out/get low or seem to not be selling; items on the risers seem to go first, other items sell regardless (chocolate chip cookies), desserts that look like kids made them should be at kid-level (they tend to gravitate to the desserts that look like what they could’ve made themselves)