

MHLS ACTION MEMO

#08-03

TO:	Member Library Directors
FROM:	Rebekkah Smith Aldrich
DATE:	February 13, 2008
RE:	Friends Groups

Background

Over the course of the past few years MHLS has offered support to Friends Groups of MHLS member Libraries in the form of consultations, online resources and the quarterly Friends Support Group meetings.

Issue

There is a need to establish a baseline of information about area Friends Groups to aid in future Friends Group development and MHLS support for Friends.

Action

Please fill out the attached survey regarding your library's Friends Group (or lack thereof!).

Deadline

March 28th, 2008

2008 Friends Group Survey

Library Name: _____

1. Does your Library have an active Friends Group: Yes No
If yes, please continue. (If no let us know if you'd like to talk about getting one started.)
2. Please supply the name and email address of the current Friends Group President:

3. Does your board have a *memo of understanding* with the Friends? Yes No
4. How many Active Friends do you have? _____
(# attending meetings regularly)
5. How many Friends are on the Friends mailing list? _____
(active + contributing)
6. Please indicate the activities your Friends' engage in on behalf of the library:
 advocacy fundraising volunteering
7. If your Friends engage in fundraising activities:
 - a. What type of fundraising do they do? Please check all that apply:
 annual appeal letter book sale(s) craft / art sale
 raffles special events other (please list below/on back):

 - b. Please indicate the average amount donated to the library from the Friends annually: _____. What percentage of your budget is this amount? _____
 - c. Does your board also conduct fundraising: Yes No
8. Is your Friends Group a 501(c)3 organization [i.e. do they have federal tax exempt status?]
 Yes No
9. How would you describe your Friends Group (choose one):
 Stage 1: Loosely organized; work as volunteers in your library, assist in library events.
 Stage 2: Have built their own identity, still under the library's auspices.
 Stage 3: Have developed their own board and conduct their own activities.
 Stage 4: Separate organization with their own identity. Larger scale events.
 Stage 5: Fully developed organization with a self-perpetuating board, solid bylaws. Annual fundraising and event calendar.
10. What do you feel your Friends Group needs the most help with?