

Friends of Kentucky Libraries

Steps to Starting a Friends of the Library Chapter

1. **Establish a core group with the assistance and direction of the Library Director.** This can be done by soliciting library staff, non-voting board trustees, director, assistant director, patrons, prior library staff, retired staff, teachers, and/or retired business owners. Types of solicitation: Signup sheet at the front library desk for patrons interested in forming or becoming a member of a Friends Chapter for their library. (Be prepared to answer questions). Post on social media, web page or newspapers your intent to start a Friends Chapter. While a Library voting trustee should not be appointed an officer's position on the Friends board, they can be part of the core group and provide a substantial benefit to the core group.
2. **Convene a Public meeting** with the core group. If possible, appoint a steering committee to work on finding people to fill the Friends board positions, as well as drafting the following:
3. **Write the Mission statement.** Note: The mission statement should be simple but keep in mind that a well thought out and clear mission statement can keep a Friends Chapter from drifting away from the original intent in the future.
 - a. **Write the Bylaws.**
 - b. **Addendum Attached to Bylaws.** Create a Memorandum of Understanding between the Library and the Friends, detailing the expectations and agreements for the Partnership. This can be used for future reference.
 - c. **Board Member/Officers Agreement.** Optional.

The Friends of Kentucky Libraries can provide you with copies of sample mission statements, bylaws, Memorandum of Understanding Between the Library and Friends, as well as Board Member/Officers Agreements.

The following should be done by your Friends Chapter's board members once in place:

4. **Name your Friends Chapter.** Search business name for availability here: <https://web.sos.ky.gov/BusSearchNProfile/search.aspx?na=true>.
 - a. **Register your Friends Chapter with the state.** This is done yearly at a cost of \$15 per year. Addition \$25 for registering Agents and/or changing said agents.

5. **Obtain an Employee Identification Number from the IRS**
here: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-a-n-employer-identification-number-ein-online>
6. Create a bank account for the Friends Chapter.
7. *Optional: Design a logo and a membership brochure* and consider creating a *Web site and Facebook page*. **Set up a Friends bank account.**
8. *Optional: Articles of Incorporation Non-Profit NAI* will be required if you apply for a 501c3. Go here to apply: <https://www.sos.ky.gov>, business forms; corporation.
9. *Optional: Obtain 501 (c)(3) Tax-Exempt Status* by submitting Form 1023-EZ (Application Recognition of Exemption). *The Friends of Kentucky Libraries will reimburse local Friends chapters with federal filing fees up to a minimum of \$250.* If you receive federal tax-exempt/non-profit status, you will then want to apply with the Ky Department of Revenue for sales tax exemption on supplies purchased on behalf of the Friends Chapter.
10. If your Friends Chapter plans to have regular book sales you will need to obtain a **Kentucky Sales and Use Tax** number from the Kentucky Revenue Cabinet at: <https://onestop.portal.ky.gov/onestopportal/> Random Book Sale events are exempt.

Recommendation: Establish from the beginning a clear line of communication between the Friends Chapter and the library. The Library Director could assume the liaison position or appoint a staff member to serve in that role. The liaison should attend Friends meetings and all requests for the Friends for help should be funneled through the liaison.

The main goal of any Friends Chapter is to enhance or enrich the services of their library for the betterment of their community.

At any point in this process, the Friends of Kentucky stand ready to assist. We can send one or two of our members to meet with your core group or attend your initial meeting. And we are always available to respond to questions and assist you as much as possible.