

KCLS Friends' Handbook

This handbook is dedicated to all the Friends, Guilds and Association members who have given so much of their time, talents and expertise to their community libraries.

You are a valued part of a very committed group of citizens who strengthen the King County Library System (KCLS) and the KCLS Foundation.

The work you do—fundraising and advocacy—is indispensable to us.

Your tireless support of libraries as a common good makes you truly the best “friends” one can make. KCLS thanks you from the bottom of our heart—as the 1.4 million residents served would.

This handbook was carefully prepared by the KCLS staff you work with so that we might all operate to the greatest efficiency, and to the benefit our patrons and communities.

The information contained in this handbook has been recrafted to most efficiently help you find answers to questions. If at any time you need additional information or don't find what you are looking for, please consult with your KCLS regional Library Services Manager.

Please also note that the term “Friends” also refers to Guilds and Associations as well.



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King County Library System

The King County Library System (KCLS), headquartered in Issaquah, WA is one of the largest and busiest library systems in the United States, serving a population of 1.4 million people across 2,200 square miles. With 49 libraries and a staff of 1,400, the services KCLS provides its patrons are numerous and far reaching.

Throughout 2016 and early 2017, KCLS connected with thousands of community members and organizations to learn of their hopes, dreams and plans for the future, and how KCLS could help. KCLS used that feedback to develop its new Strategic Focus and Mission, Vision and Values which will guide our work for several years to come.

What is KCLS' Strategic Focus?

KCLS' Strategic Focus is to **create opportunities through meaningful connections**.

This will be accomplished by connecting people—individuals at all stages of life, families, communities and organizations—with:

- Information and services to navigate life's complexities and biases.
- Equitable avenues to build the skills and knowledge needed for success.
- One another to bridge differences and create communities of inclusion and belonging.

The community also shared the value of KCLS':

- Helpful and expert staff.
- Welcoming library spaces and community presence.
- Responsive programs and services.
- Diverse collection of books and other resources.

KCLS remains committed to offering these core assets in alignment with the Strategic Focus.

What is KCLS Mission, Vision and Values?

MISSION

To inspire the people of King County to succeed through ideas, interaction and information.

VISION

A world where knowledge allows diverse communities to prosper and grow.

VALUES

Knowledge • Diversity, equity and inclusion • Intellectual freedom

What is KCLS' governance structure?

The Library Director serves under the direction of the KCLS Board of Trustees and is responsible for the planning, administration and evaluation of all public library services. The Library Director makes policy recommendations to the Board and oversees the annual operating budget.

The KCLS Board of Trustees is the governing body of KCLS and approves the strategic direction and policies of KCLS. The seven-person Board, which is appointed to five-year terms by the King County Executive and confirmed by the King County Council, has fiduciary responsibility for the Library District's multi-million dollar budget. The Board of Trustees meets once a month.

The KCLS Leadership Team reports directly to the Library Director and is responsible for implementing strategies and directing operations in all functional areas, including the development of the annual budget and departmental policies. The Team consists of the Directors of:

- Outreach, Programs & Services
- Collection Management Services
- Facilities Management Services
- Finance
- Information Technology Services
- Community Relations & Marketing
- Human Resources

Under the Community Relations and Marketing Director is the Special Projects Coordinator who is assigned to liaison with Friends, Guilds and Associations and support the Librarian Services Managers in their work with the Friends, Guilds and Associations. The Special Projects Coordinator also produces Friends Day, Friends Workshops and this Friends Handbook.

What are the KCLS Policies that relate to Friends?

The King County Library System has several policies and guidelines that are relevant to the work of Friends.

Foremost is the **Friends Financial Support of the Libraries Policy** that defines the basics of the fiscal relationship between Friends and their libraries. The lists of allowed support and prohibited assistance are found in this Policy. Proposed support should always be checked against the Policy, but it is also a way to prompt thinking about new ways to support the library.

The **Art Program Policy** discusses how public art at KCLS is managed. This would be of interest to any group wishing to initiate or to assist in a purchase of a public art piece.

The **Facilities Standards Policy** contains language about furniture and signage. A section about the appearance and furniture for the ongoing Friends book sale area is found in the latter portion of this policy.

Find out about public programming norms from the **Guidelines for Public Programming**. These guidelines assist the program staff in deciding how best to locate and conduct adult programs, many of which might be funded by the Friends. Staff are strongly encouraged to take programming to locations outside of the library in order to find new audiences for KCLS.

Read about the threshold amount for memorial gifts and named book plates in the KCLS Foundation's **Book Plate Guidelines**.

What is the role of KCLS Librarian Services Manager in regards to Friends?

The KCLS Operations Director supervises the Regional Managers, each of whom supervises a regionally based management team that includes one or more Library Services Managers (LSMs). Library Services Managers supervise the adult, teen and children's librarians and direct the planning, implementation and evaluation of their services in the library and outreach beyond the building. The LSMs work closely with the Central Services Coordinators and their supervisor, the Director of Outreach, Programs & Services.

The LSMs are also assigned to serve as the principal liaison, the main KCLS point of contact, for each Friends group. The LSM, or their chosen designee, attends all Friends meetings and regularly informs the group on programs, services, initiatives and major building-related issues. The LSM/designee also arranges for KCLS assistance in all fundraising-related activities, either personally or through a delegate, and also develops and submits the annual budget request to Friends from staff proposing Friends support of library programs and services.

The LSMs meet regularly and discuss how to best assist their Friends in their work in the libraries and with KCLS as a whole. The LSMs also produce the local copy of **Insights**, the monthly System newsletter sent out to Friends, Advisory Boards and community groups in order to keep them apprised of what is going on in their local libraries and KCLS.

The LSM is the one to contact in order to submit building related work requests, such as requests for furniture or banner delivery and removal. The LSM also arranges with KCLS Materials Distribution Services (Materials Distribution Services) for book sale materials stored, delivered to the library or subsequently transported to Thrift Books or Better World Books. The LSM is also the person to approach for submitting requests to Graphics for design and print projects. The LSM additionally provides the information about Friends, Guilds and Associations that is featured on the KCLS web page and sees that book sales are on the KCLS Events Calendar that patrons can view. Links to Friends web and Facebook pages from the KCLS library location pages can be added or updated by a request to Online Library Services from the LSM.

What does Community Relations and Graphics do, and how do they support Friends groups?

KCLS' Community Relations Department is the primary voice for the Library System, handling print, online and media publicity according to set guidelines for style, content and format. Community Relations sends monthly calendar releases to local newspapers to help publicize library events and activities (including those that Friends groups support) and Friends book sales. However this submission cannot guarantee news coverage in any community newspaper.

Community Relations also has book sale banners and sandwich boards available for book sales. If you're interested in borrowing these, submit a request through the LSM.

The Graphics Department is happy to design and produce materials to assist in the work of Friends groups. The LSM arranges the request for design and printing and should be the sole communicator with the Graphics Department. Keep in mind that all material produced by Graphics will meet design publication standards set by KCLS. All print requests must follow the timeframes listed, requests should be routed through the LSM or their designee. All printed material will carry the KCLS logo. A Friends logo can be included if Graphics has a high-resolution version of it (minimum 300 dpi).

Member | Burien Library Guild

Name _____

 Individual • \$5 Family • \$10 Patron • \$25
 Business/Organization • \$25 Lifetime • \$50
 Other • \$ _____

Valid through _____

 kcls®

What are some examples of the materials Graphics can design and produce for KCLS Friends?

- Price signs for ongoing book sales.
- Membership and recruitment flyers.
- Flyers, bookmarks and posters to advertise a book sale or Friends sponsored library event.
- An advertisement designed for the Friends to submit to the local paper. (Friends pay for the ad.)
- A logo designed or redesigned for the Friends group.
- A sponsorship acknowledgement sign to use in Friends sponsored programs.

How do Friends request print materials and what are the timelines to consider?

To submit a request for printing, send final copy and number of copies needed via email to your LSM.

Flyers, posters, bookmarks, business cards and reprints: request must be made **2-4 weeks** in advance of date needed in hand.

Brochures, mailings, perfect bound booklets and oversize posters: request must be made **4-6 weeks** in advance of date needed in hand.

How are programs and services planned?

Planning for programs and services takes place on an annual basis using a specific process and framework. The process begins with librarians purposefully reassessing their communities to determine key areas of need and to identify populations not yet well served by the library. Local library staff then set service priorities for the year and design programs and services that address them. One of the means by which staff reach out to new populations is by arranging for programs and events to take place outside of the library in a location that is more familiar to the target group. Programs and services that are successful outside the library include early literacy services, computer training, community celebrations and co-sponsored school events. Often community outreach is in partnership with other service agencies.

Public programs and services originate through the work of staff at the local library level, regional level, from the Foundation or at the KCLS System level. Because program and event planning happens at so many levels, Friends, Guilds or Associations might be approached by Librarians, Project Managers, Coordinators, a Director or the KCLS Foundation Director to assist in program or event funding, or for other assistance or support at their library, for the region, or KCLS as a whole.

The Adult, Teen and Children's Services Coordinators who report to the Director of Outreach, Programs & Services develop most of the programs that are implemented System-wide, often in conjunction with the Public Programming Coordinator at Service Center. System-wide programs arranged for by the Public Programming Coordinator are often distinguished from local programs in that they are repeated in multiple libraries and are collected under a program theme with centralized publicity. Many program themes, like Summer Learning, occur at the same time every year. Friends, Guilds or Associations often sponsor additional programs brought to staff attention by the System Coordinator, thus increasing the overall reach of a central program theme. Librarians also develop single programs and services at the regional or library level to meet the needs identified as part of their annual service planning. This provides an opportunity for programs and services that reflect the character of the local community. Services Coordinators provide support for locally-developed programs and services as needed.

KCLS Foundation

What is the relationship of the KCLS Foundation to KCLS?

The King County Library System Foundation is a separate entity that, like the Friends, exists entirely to enhance and benefit the patrons of the King County Library System.

The Foundation operates with paid staff and an independent Board of Directors who together work to solicit, secure and recognize gifts from individuals, foundations and corporations. These gifts range in size from \$100 to \$1,000,000 and may involve complexities including gifts of stock, trusts and estates.

The Foundation often partners with the Friends in mutual support of projects such as the opening events for new libraries or System-wide funding for programs like SAT Prep Classes, ideaX, etc.

What is the relationship of the KCLS Foundation to KCLS Friends?

The Foundation sponsors Friends Day each year, recognizing the Friend of the Year and Lifetime Achievement Award recipients (see list in the Appendix).

The KCLS Foundation strongly encourages the Friends to adopt a set of bylaws under which to operate. A set of sample Bylaws is found in the Appendix.

Copies of the Bylaws, when approved or amended by the Friends Board, should be provided to the Regional Manager, the Librarian Services Manager and the Special Projects Coordinator at the KCLS Service Center in Issaquah.

A Friends group may consider registering as a 501(c)(3) with the Internal Revenue Service, however, this is not a requirement set by KCLS or the KCLS Foundation. The KCLS Foundation does encourage the Friends, Guilds and Associations to register as a nonprofit agency with the Washington Secretary of State as this allows potential donors to find you.

Friends (also referring to Guilds and Associations)

Friends are critical to the success of public libraries. Friends of the Library, Library Guilds and Library Associations are volunteer groups of citizens whose shared mission is to promote, advocate for, support and enhance the work of their local libraries. It is important to the library mission to have an active Friends, Guild or Association group at each KCLS library.

Developing and maintaining a positive and productive working relationship among the Friends and with the library is key to the success of a Friends group. An understanding of their differing roles is also central to the successful partnership between Friends and their community library staff. As members of diverse communities, the Friends can also help their libraries by providing neighborhood input and informing library staff about the varied educational, cultural and entertainment resources in their communities.

A vital role many Friends groups work to fulfill is in to augment their library's budget for programming, helping the library better serve a greater number of patrons.

How do Friends support their local library?

- Acting as good will ambassadors in promoting the library's mission, values, resources and programs through relationships and activities within the library, in the community and online.
- Educating local and state policymakers on issues facing the library and the entire System.
- Promoting civic awareness, neighborhood pride and citizen engagement with the library.
- Advocating for and supporting KCLS when levy lid lifts and bond measures are on the ballot.
- Helping librarians to make contact with community leaders representing diverse populations.
- Serving as volunteers for library-related activities.
- Raising funds to augment the KCLS budget for programs and services in order to meet the needs of a variety of communities, including events held in locations other than the library.
- Increasing the effectiveness of KCLS Foundation programs and outreach by giving to System-wide Foundation activities and fundraising.
- Enthusiastically attending Friends sponsored programs.

What important policies, guidelines and expectations should Friends be aware of?

- All funds earned as a Friends of the Library group will be spent exclusively for library programs and services geared for library-defined needs. (See Friends Financial Support of the Library Policy.)
- The library administration has the final say in accepting or declining any and all gifts made to the library by the Friends, Guilds or Associations.
- Friends group will engage in advocacy efforts on behalf of KCLS under the guidance of the library and KCLS' Board of Trustees.
- Friends will include the Librarian Services Manager or their designee as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.
- The determination of content and presenters of library programs (including those funded by Friends) is the job of assigned professional library staff.
- Unsolicited gifts to libraries or staff will not be accepted. In the end, the library administration has, by policy and position, the ultimate authority to accept or reject any gift to the library.
- Friends will not perform duties assigned to library staff.
- Friends will not maintain buildings or grounds nor involve themselves in any labor-related issues.
- Friends will not fund events or services that are not directly related to the work of the library or Friends. If Friends cannot agree to actively fund raise, promote the library and follow KCLS policies, guidelines and expectations that they will disband.

What is the role of Library Advisory Boards and how are they different from Friends groups?

Friends provide valuable support and feedback to the library, and any community member who is interested in more direct input on how the library serves their community may prefer to serve as a Library Advisory Board member.

Library Advisory Boards, where present, are named by city agencies. As citizen advisory boards serving the local government, Advisory Board members are appointed by the mayor or city manager and/or the city council. Terms vary from city to city.

Library Advisory Boards meet regularly. They inform their City about the development of public library facilities and services through the means of a regularly scheduled annual report. Advisory Boards also make suggestions on what they deem advisable to the member of the Library management team who is assigned to work with them. Like a Friend, a Library Advisory Board member is an advocate for the library in their community.

Advisory Board members have unique access to city officials and resources, and as a result, they can help to explain library policies to the city or facilitate activity that promote the library to the greater community. Though they may provide input on library matters, Library Advisory Boards do not make policy, staffing, operational or budget decisions for the library.

Examples of activities unique to Library Advisory Boards include:

- Keeping the city council informed about library activities in the community in order to keep the library in the minds of city officials.
- Informing the library of city or neighborhood events or initiatives that could result in community partnerships.
- Contributing input at the library's budget forums and community conversations.
- Advocating for and supporting KCLS when levy lid lifts and bond measures are on the ballot (which is allowable under PDC rules, as a volunteer).

Nothing prevents a Friend from being a Library Advisory Board member, and the member list of some small Friends groups and their local Advisory Board may be identical. However, since these two groups have distinct purposes, it is important that their activities remain separate. Even if both groups are meeting in the same evening, each part should have a separate agenda, minutes and accountability. Since Library Advisory Board meetings often include a city staff member to take minutes, meetings are usually held at City offices, and since Friends are focused on the library and its activities, most meetings will be at the library.



Organization and Structure of Friends Groups

What are the annual tasks for Friends, Guild and Association members?

- Annual budget meeting, approval of budget according to bylaws.
- Annual meeting of the Friends to confirm new or continuing officers according to bylaws.
- At year's end File IRS form 1099 MISC for paid performers/presenters who are paid \$600 or more in that year.
- File 990N with IRS if organization is a 501(c)(3) to keep nonprofit status current.

What are Friends organizational duties?

Organizational Bylaws (see sample in the Appendix) are the legal means that govern the operations of a Friends group. Bylaws are very specific as to the duties of officers, about committees, about meetings and about dissolution of the group. The group Board of Directors must follow their agreed upon bylaws when conducting the work of the organization.

This is especially important when adhering to the rules about quorums. A quorum is the minimum number of voting individuals required in the bylaws to be present in order to hold a legal meeting. Business decision cannot be binding if a quorum was not present to vote. Reviewing the bylaws is one way to remind the group about how to conduct their work.

Bylaws include a requirement for a Board. These are the usual duties of a Friends, Guild group's Board members.

What are the duties of a Friends board?

The President provides leadership for the group, presiding at board and general meetings. The President also:

- Creates an agenda for each meeting for the secretary to distribute to the Board in advance.
- Appoints standing and ad hoc committee chairs.
- May sign checks with the treasurer.
- Serves as a member of each committee (ex officio).
- Assures that meeting dates are known to all members.
- Assures a smooth transition for new officers by maintaining secure and current records and files, etc. that allow for a seamless succession by a new individual.

The Vice-President presides at meetings in the absence of the President and also:

- Serves as parliamentarian if the organization operates under Robert's Rules of Order.
- Fills in if the President cannot complete their term.
- Assures a smooth transition for new officers by maintaining updated and secure files and records, etc., allowing for a seamless succession by a new individual.
- If the organization so chooses, the Vice President will often succeed the President.

The Secretary keeps the history of the organization by means of the records established by meeting minutes. The Secretary also:

- Distributes agendas.
- Records attendance and takes summary minutes at meetings (see following section on minutes).
- Reports meeting minutes at subsequent meetings.
- Is responsible for all formal correspondence and annual non-fiscal filings as needed.
- Maintains a permanent record of all minutes, copies of bylaws, any certificate of incorporation, etc.
- Assures a smooth transition for new officers by maintaining and securing records and files, etc., allowing for a seamless succession by a new individual.

Keeping track of income and expenses is the work of the Treasurer who:

- Maintains secure, current and accurate financial records.
- Oversees or ensures the safe management of Friends' assets, including banking transactions in the Friends' account and cash box management.
- Signs all checks.
- Oversees and/or prepares the annual budget for Board approval after timely consultation with library staff.
- Reports on up-to-date financial status at each meeting.
- Produces the annual year end fiscal report in an accurate and timely manner.
- Prepares and submits all required federal and state tax filings, financial registrations, etc.
- Assures a smooth transition for new officers by maintaining secure files, copies and records, updates, etc., that allow for a seamless succession by a new individual.

All members of the Board of Directors, officers and members at large:

- Attend each meeting.
- Approve annual budget and plans for fundraising when meeting in a quorum.
- Determine membership definitions, categories and dues structure, if any.
- May be ad hoc or standing committee chairs.
- Volunteer for the day-to-day work of the Friends.

Why have a Mission Statement?

A mission statement helps the group decide upon their core purpose. Statements show who the group is, what they are doing, and why they are doing it. Mission statements also help to clarify what to do and what not to do, the group can triage requests and suggestions easily and more skillfully avoid conflict by knowing what is and is not a part of their mission.

Sample mission statements

The Friends of the Fictional Library is an all-volunteer organization committed to increasing the use and the visibility of the Fictional Library in Fictionville. The Fictional Library will be known as a vital and free place of opportunity for our community as a result of Friends' support, including financial support.

The Friends of the Nearby Library links the township of Nearby to its community based library by volunteering, supporting library programming both in the library and in the community, by raising funds and by advocating for the library at the local and state level.

Does a Friends Group need to be a 501(c)(3)?

Friends are not required to operate as a 501(c)(3) by KCLS or by the KCLS Foundation but most prefer to do so. Nonprofit organizations are exempt from federal and state taxes.

To be a 501(c)(3) an organization must apply to the IRS and receive a ruling from them confirming their nonprofit status. When confirmed the organization receives an EIN number that will be used in annual correspondence with the IRS that renews their status.

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), none of its earnings may be of benefit to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations qualified under section 501(c)(3) are eligible to receive tax-deductible contributions in accordance with IRS Code section 170.

The IRS document will help an organization determine if it is eligible to apply for recognition of exemption from federal income taxation under IRC section 501(a) and, if so, how to proceed. The application site online starts with a checklist that determines if your organization has the prerequisites for tax exempt status.

Achieving tax exempt status is time consuming and costly. Once the group is a 501(c)(3) on file with the IRS they have to keep in touch with them annually in order to maintain your tax-exempt status. Find online training on how to do this at the IRS, www.StayExempt.irs.gov.

Keeping tax-exempt status includes annual filing of form 990-N with the IRS. Form 990-N is a simple update of the organization's current status and contact information. Failing to file the 990-N annually means reapplication which is again, time consuming and costly.

What are the benefits of being a 501(c)(3)?

One of the benefits of being a 501(c)(3) is the ability to receive cash donations for income tax purposes. But the vast majority of gifts to the Friends are material ones. Material gifts given for book or other sales are already tax deductible for those donors who fill out the official Gift of Materials form provided by KCLS.

For example, if a person donates a bag of books for the Friends to sell, he or she can receive a Gift of Materials form which can be used as receipt when filing itemized tax form. This works even if the Friends group is not a 501(c)(3).

What are typical monthly/quarterly duties?

- Meeting of the Friends board and/or subcommittees as determined by the need of the group.
- Treasurer may file quarterly reports.
- Staff will be provided IRS form W-9 to presenters who will be paid more than \$600. Treasurer should respond regularly with IRS form 1099 MISC.

Do Friends need to create an annual budget?

Part of the very important work of all Friends, Guilds or Associations is the creation and careful execution of an annual budget. Budgets are arrived at through many methods, but the result is the same, a general informed prediction of annual expenses is drawn up and calculated to be in balance with an educated estimate of annual income. All planned Friends expenditures must follow the KCLS Friends Financial Support of the Library Policy. Since new Friends and sometimes new staff are unfamiliar with the Policy it is a good idea to review it in advance of planning the annual budget. The Policy also acts as a prompt to new ideas about support of the library. The policy can be found in the appendix of this handbook.

The budget is most often created in response to formal conversations followed by official requests from library staff. The treasurer heads the group that presents the proposed budget. The Friends Board votes on approval at their annual meeting as dictated by the group bylaws.

Following are budget categories found to be held in common by most Friends groups. This is not representative of any one group. Note that the budget is never specific as to performer or provider, but is very general in scope. It is for the professional staff in each library to decide upon actual performers and presenters. The best budgets also allow for ongoing flexibility if new opportunities arise during the course of the fiscal year.



Common Friends Budget Catagories

Support of children's programming

- Dia de los Niños books
- Kids' book club
- School year programs
- Summer Learning programs
- Summer Learning t-shirts
- World language story times

Support of teen programming

- SAT prep classes
- School year programs (including in schools)
- Summer Learning for teens
- Teen Advisory Board support
- Teen after hours event
- Teen book club facilitator
- Teen summer programs

Support of adult programming

- Adult book club facilitator
- Adult programs (including out of building locations)
- Annual movie license
- Book Page subscription
- City festival booth
- ELL class support
- Parade participation
- World Book Club

General expenses for Friends

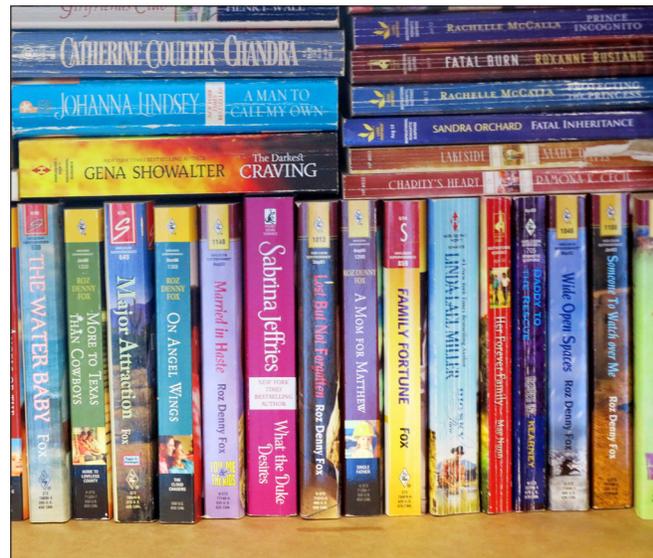
- Bank fees
- Book bag manufacture
- Office supplies for book sales
- Refreshments for book sale volunteers
- Postage

Other, extraordinary expenses

- Art work for renovated library
- Groundbreaking, opening day or anniversary celebration refreshments
- Staff recognition

Income

- Annual book sale revenue
- Book bag revenue
- Membership dues
- Interest from bank
- Ongoing book sale revenue
- Thrift Books or Better World Books
- Alternative Fundraisers (Plant Sales, Auctions, Raffles etc.)



What meetings must Friends groups hold?

Annual Meetings

Groups must hold annual meetings in order to remain in compliance with their own bylaws. The annual meeting often occurs just after the annual budget meeting in the fourth quarter of the fiscal year. It is necessary to have a quorum of members present in order to vote on these important annual decisions. New officers are selected at the annual meeting which is open to all who wish to attend.

Annual meetings should be scheduled well in advance in order to be able to use the library meeting rooms. Talk to the Librarian Services Manager (LSM) no less than four months in advance of the anticipated date in order to secure the space and to ensure that the LSM or their designee can attend. The annual meeting should also be on the library Online Event Calendar so the public knows about it. The LSM will assist with that as well.

Annual meetings can draw more people if they are a combination of business and programming. Conduct the necessary budget approval and officer nominations but also take the time to highlight successes, give an annual report and to acknowledge new and old volunteers. Add an exciting presentation by a local author or a program from one of the presenters who were a success for the library that year. Serve refreshments.

Other Meetings

Apart from annual and budget meetings there is a wide variation in whether or not Friends choose to meet regularly. The date and the time meetings can have a big influence on whether or not new or interested individuals will be able to participate fully in the group. Many individuals who have not reached retirement age, who work during the week, or who are in school cannot meet midweek or midday. Work parties too, are more inclusive if they are held at a time and in a place that allows for the greatest number of people to attend. Increasingly, new potential members are from generations for whom a monthly meeting is not a part of their volunteer experience. They are used to ad hoc or one time commitments and will give your group their full attention when they do volunteer at a time that works best for them.

How should Friends groups facilitate a meeting?

The key to a successful meeting is for someone to take subtle charge of what happens. Start and end on time, this shows respect for the volunteer's time. If the group tends to socialize, make room for this by having the room open fifteen minutes early and indicate that on the meeting notice. Have agenda ready in advance, send them with the notice of meeting in advance of the date.

Meeting facilitators are key to group dynamics. The group president often facilitates officially but all in attendance can work to make the meeting a success. Good facilitators subtly guide the process; they ensure the freedom to ask questions while simultaneously staying focused on outcomes. They enable participation by all in attendance and make sure the group is inclusive and participatory, and also set a welcome tone for anyone who is new to the group.

In order for a group to feel free to express itself, there has to be a feeling of safety within how the facilitator leads. A good facilitator explains outcomes, clarifies roles, introduces process and maintains fair and consistent ground rules. As the process moves along, it is important that all work to remain open and neutral.

Keeping members on task with the agenda assists with clarity and understanding and results in a more effective meeting.

The facilitator must continually listen for underlying and even unspoken issues, watching for and acknowledging nonverbal signals. It helps to periodically summarize ideas that have been generated and to connect statements to a point made earlier to reinforce concepts. Allow participants time to reflect and formulate what they want to say. Ask those who have not spoken to contribute so that all feel valued in the process.



What's a sample agenda?

Many Friends' meetings are operated in the parliamentary manner using Robert's Rules of Order. Here is a typical meeting agenda for groups who meet according to the Rules.

Friends of the Fictional Library Monthly Meeting Meeting Date

1. Welcome and Introductions
2. Reading by the secretary of previous meeting minutes
3. Approval of minutes by vote
4. Report from the President
5. Report from the Treasurer
6. Report from standing committees (if any)
7. Report from special (ad hoc) committees (if any)
8. Report from library staff
9. Unfinished Business (matters previously introduced which have come over from the preceding meeting)
10. New Business (matters initiated in the present meeting)
11. Program or special speaker
12. Review assignments, schedule next meeting
13. Adjournment

What are sample monthly meeting minutes?

Meeting minutes are important in that they are the official record of the work of the group. Meeting minutes should include a list of all in attendance, summaries of reports, results of votes, all work assignments and basics of the conversation. A copy of the treasurer's report is included in the records of the meeting.

Here is a fictional set of meeting minutes:

Friends of the Fictional Library Meeting Minutes

Date

The President called the meeting to order at 6pm.

In attendance: Liz Smith, Min Kgami, Sue Odell, Doug Nakamura, Anita Uba, Rusty James, Sam Mix, Jane Lee, Anne Koogan. Guest Jane Doe, President of the Friends of the Nearby Library.

A quorum was present.

President Smith introduced the guest for the evening, Jane Doe. Everyone else introduced themselves.

Secretary Kgami read the minutes from the (previous date given) meeting. The minutes were approved with the addition of Sam Mix to those in attendance.

President Smith reported on her visit to the KCLS Material Distribution Center in Preston.

Treasurer Odell reported that the Friends took in \$12.50 from sales of flash drives, \$35 in memberships and \$4800.25 from the spring book sale last month. \$57.78 was expended on food and supplies in support of the sale. Full Treasurers report is attached.

Anita Uba from the book sale committee reported on the success of the presale and the public sale and submitted a more detailed written report as a part of the minutes of the meeting. The group thanked Anita for her hard work and innovation and she thanked them in turn for their work as well. Anita agreed to write up a description of her new book sale procedures in order to recreate them next year.

The recruitment special committee, led by Sam Mix, gave an update on new membership numbers as a result of an afternoon at the Farmer's Market. Sam thanked Doug for volunteering at the Market. The group voted to attend and recruit again on the third Saturday of next month.

KCLS Librarian Services Manager Lee introduced the new Teen Services Librarian, Anne Koogan, who spoke briefly about her goals for teens.

Those in attendance revisited the idea of utilizing the skills of a new member who has expressed a desire to sell valuable books from the donations stream on eBay on a trial basis. Based upon discussion from last month and sample sales that occurred in the meantime the board voted to try it for six months with a planned evaluation at that time. An ad hoc committee formed with Treasurer Odell in the lead to write a job description for the volunteer.

President Jane Doe from the Friends of the Nearby Library spoke about the possibility of the two Friends groups affiliating in order to strengthen the work of both Friends groups. The Nearby Library is in the next community and although they have a busy library and a large donation stream they are finding it more difficult to manage their ongoing book sale. President Doe was wondering if the Friends of the Fictional Library could assist with managing the sale in some way and if the Friends of the Fictional Library could use more donations as the Nearby Library cannot. She and President Smith agreed to meet on the matter and to report back to their Boards. The general consensus of the group was that we would help, allowing details to be worked out later.

There was no other new business.

Those in attendance reviewed their agreed upon assignments as the Secretary had noted them. The next meeting is scheduled for (date and time).

The meeting adjourned at 7:40pm.

What IRS Forms should Friends groups be aware of?

IRS forms 1099MISC and IRS form W-9

Library staff who have made local arrangements for presenters or performers who charge more than \$600 or more annually (one time appearance or cumulative appearances) are instructed to ask the performer for a current copy of **IRS forms W-9** (request for TIN). The Friends group has to have a W-9 from the performer in advance in order to be able to provide a report of their payment for nonemployee services to the IRS using the **1099 MISC**, the 1099 is filed with the accompanying **1096**.

When should a performer receive a 1099?

1. If staff have arranged locally with a performer or presenter to appear.
2. The Friends are paying for the appearance(s).
3. The performer is asking a yearly total of \$600 or more.
 - The performer should go online and fill out the W-9 in advance of their appearance. Staff should ask them to do so when they confirm the booking.
 - Staff forward the W-9 in a secure manner to the group treasurer.
 - The Friends treasurer uses information from the W-9 provided by the performer to fill out a 1099 MISC for the calendar year (using box #7).
 - Send the 1099 MISC in to the IRS with form 1096 accompanying it, at year's end. Because of the identity based information on the W-9 the treasurer has to keep their copies of these forms in a secure place.

The challenge with the 1099 MISC and the 1096 is that they are those pesky multi-part forms that have to be obtained directly from the IRS; Friends can call 1.800.TAX.FORM (1.800.829.3676) or use the online order form from the IRS to get them. It works well to have a stash of these forms on hand from the beginning of each calendar year and they fill them out as needed.

If the performer was only centrally contracted by KCLS then there is no need to fulfill these forms. And if the performer charges just one dollar less, \$599, in a year then, no IRS forms are required. Sometimes the performer will tell you that they already gave the W-9 to KCLS, but if the Friends are also paying them, then the Friends need a copy of the W-9 too. It is not always apparent to the performer that there is a difference between central programming and local programming, so they may wonder why there is what seems to be a duplicate request.

Friends Group Membership

Friends groups generally have core active members who provide Board leadership, work on committees, attend Board meetings and keep actively in touch. Board and special committee members conduct the regular duties of the organization, approve spending plan support for library activities and actively advocate for the Friends and KCLS. There is often a second group of individuals who choose not to serve regularly on the Board but who enjoy volunteering for annual sales.

Friends may choose to have paid memberships which brings in a third level of individual, ones who are willing to pay the modest cost of membership, often in order to be able to attend the members only book sales.

Should Friends Groups have membership fees?

Paid memberships are a form of income and they do create a certain degree of loyalty to an organization by acting as an annual reminder of their mission, successful Friends groups operate with them and other successful groups operate entirely without paid memberships. The Friends Board will decide upon membership, if any, upon who is eligible and what the categories of memberships and membership benefits should be. Membership dues are often categorized as individual, family, seniors and students, and lifetime memberships.

If the group chooses to have paid memberships they should arrange for a recruitment and/or membership brochure. The KCLS Graphics Department will design and print membership brochures with text from the Friends working with their LSM. The brochure should convey the importance of the Friends group. Include a mission statement and facts about the community library. Arrange for sharp, eye-catching, relevant photos. If looking for active members with particular skill sets, say so. List the benefits of membership, as well as membership fees. And be sure that new members have a place to list all of their contact information. Staff will have to be instructed on how to forward the completed applications and dues to the Friends.

How can Friends recruit new members?

Many Friends groups rely on only a few strong, dedicated individuals to get all the work done, but wish they had more people to assume officer positions, or to take on new responsibilities. Board service and book sales are a lot of work and recruitment can be elusive. Groups that do not have a steady influx of vital and interested individuals risk experiencing burnout, and they can miss opportunities to bring in new talent and fresh ideas. New people sometimes come to meetings or volunteer and then are never seen again. Sometimes the membership list becomes a potpourri of regular, active members, current but inactive members, and people who haven't actually renewed their dues. But the ability to grow, develop, and count on volunteer renewal and succession into officer positions is key to the long-term success of any organization. Continual recruitment is one of the most important ways to ensure that an organization will continue to thrive and to adapt.

Recruitment and succession planning should be an ongoing effort in advance of need. The most successful Friends groups know how to recognize a need for new talents, how to custom recruit new and interested individuals and thereby grow their hands on membership. Ask one person with strong organizational skills and a passion for the work of the group to serve as a recruitment officer, and to develop a plan for continually recruiting new members and retaining the existing group.

Start by deciding why new members are needed. Is it for a broader base of financial support? Is it for having more volunteers, or both? The easiest way to recruit is to directly invite people you know to join the Friends. Ask each Friend to commit to bringing a new potential Friend to a meet-and-greet between new and existing members. As new individuals are showing interest, the rest of the group must work collectively to welcome them and gradually bring them into the fold.

The best way to do this is to examine what gifts and talents the group might be missing and to match the passions of individual new Friends with the needs of the group. New members are often best recruited by giving them a discrete and rewarding task, rather than asking them to join the Board and face an annual list of duties. Volunteering at the book sale is an excellent way to bring on recruits and to discover more about them. Start all potential volunteers with small discrete assignments, well explained and 'grow' them into more responsibility, even on to the Board. Remember the importance of the social aspect of organizations, and be sure that new members are invited to work alongside other members who will purposefully orient them to the mission and group operations.

How do we engage members by their individual interests?

Every Friends group has a working Board as mandated in the group's bylaws. In addition to officer roles, some groups assign individuals or committees to special areas of responsibility, many individuals will always prefer to volunteer for single tasks. You might do a targeted recruitment just to find someone who wants to keep the books or to manage a Facebook page. Bibliophiles might be asked to spend time culling donations for those items that could be sold on eBay to the benefit of the group. Sometimes people who would not otherwise want to get involved will step forward when they realize that their skill is truly needed. Finally, ask both new and longstanding members regularly about their interests in particular assignments. For some individuals, mixing things up is a good thing, and taking on a new assignment will help reinforce their desire and commitment to stay active. Clear job descriptions will make this concrete.

Some of the special tasks that Friends groups might consider assigning to an individual or small ad hoc committee, depending on what the group does, include:

- Recruitment, welcoming and retention.
- Membership list maintenance.
- Big book sales (screening, set up, day of sale, cashiering, tracking volunteers).
- Ongoing book sales (screening, discards, special books, special thematic sales).
- Recognition and celebration event planning.
- Social media presence and web site maintenance.
- Assistance with legal and tax paperwork advice and fulfillment.
- Special handling for extraordinary books, online or to book stores.

How can Friends engage the community?

With a recruitment brochure in hand and enthusiastic and informed Friends, host recruitment tables at library programs and information booths at community fairs. As a way to attract people to your booth, consider selling bestsellers from a small cart, or provide inexpensive giveaways.

Some Friends groups offer tangible incentives to increase or retain member numbers regardless of whether or not those members also volunteer, such as early admission to the annual book sale, or discounts on books or book bags. These types of incentives are likely to attract people who wish to join in name only, so consider whether incentives will assist with your recruitment purpose before offering financial incentives. The KCLS Foundation has material incentives that can be used as giveaways, ask your LSM to contact them. Use the annual renewal mailing to remind all members of the opportunity to volunteer.

If you have an online presence, use it to recruit for new members. As with the recruitment brochure make sure it is clear to online visitors why the group exists, why they are needed, and how to join.

What's a good way to retain a record of Friends' volunteers and members?

Another aspect of maintaining a strong group is retention. The secretary or membership secretary must maintain accurate lists and contact information for current and active Friends members. The list should be used for notices of meetings, not just membership renewal. Annual renewal statements should be provided to members. The Librarian Services Manager will be asked to provide an accurate membership mailing list to KCLS in advance of Friends Day in the fall. The Director's Office will ask for an annual update on Board members with their contact information.

Maintaining accurate membership lists

A Friends' membership master list includes:

- Full name of each member, properly spelled.
- Full mailing address, email and phone information for each Friend.
- Starting and ending membership dates for each Friend, and status of dues payment.
- Title of position for each Friends' officer.
- Notes about membership interests, skills and special assignments.

The Board will have to decide if a Friend's membership starts on the day they send in a check and end a year later, or does membership extend to the end of each calendar year, and start again at the same time for everyone? Regardless of how that works, make sure that membership periods are clear to members, and that they receive a reminder when they are near to the renewal period for their membership.

Lapsed members should be removed from current membership lists at a time chosen by mutual consent of the Board, but contact information should probably not be deleted, unless the lapsed member asks to be removed from the list. It is often worth contacting lapsed members to ask if they will rejoin. Chances are good that they have merely forgotten. If any are on the fence, be prepared to remind them about the important programs the Friends have funded over the past year, or why their membership is important to the library. Phone calls are remarkably effective in retaining members and also work well to increase attendance at work parties and book sales.

Keep lists updated regularly, and share the updated address and email list with the Librarian Services Manager. Email contact names are built into the KCLS Friends' list, so that Friends receive invitations to the annual Friends Day celebration and a few other key events of interest. In addition, LSMs send an electronic newsletter, **Insights**, to all local Friends' members via email. Current address lists allow KCLS to invite Friends members to important events like Friends Day.

How can Friends groups celebrate successes?

Don't forget to say thank you. People volunteer to become Friends for many reasons, principally because they are committed to the purpose of the public library and feel a connection to books and reading. This commitment may not carry them through the challenges of an all-volunteer organization. Make recognition ongoing. If you recognize exceptional service by one of your volunteers talk to your regional liaison about nominating them for recognition by the KCLS Foundation at Friends Day.

If your group is not doing anything to formally reward members and celebrate successes, then make room for some celebrations. Successful groups build "membership morale and recognition" into their annual plans and spring for substantial treats to reward the Friends who work at book sales or other fundraising events. Sometimes members plan informal outings together to attend Friends-sponsored library programs. One KCLS group hosts an annual year-end Dutch treat luncheon for active members, to celebrate the successes of the year. Focus on how, with help of the Friends, the community library has been able to do even more to enhance the quality of life in the community.

And don't forget Friends' Day! KCLS dedicates a Saturday morning each year to celebrate and thank the Friends groups for their important contributions to libraries. Sponsored by KCLS and the KCLS Foundation, this event features awards, food, guest speakers and other festivities. Groups are invited ahead of time to nominate individuals from their Friends groups for special awards which is another good reason to keep track of member's years of service and their duties. Some groups make annual membership field trips to Friends' Day in order to celebrate with their many peers.



Book Sales

Almost all Friends must conduct book or other kinds of sales as the principal fundraisers for the benefit of their library. Book sales may be ongoing in the library and/or periodic. For ongoing sales, donated materials should be attractively displayed on a suitable shelf in the library with money collected either in a drop box on the sale shelf, or by using a change box by prior arrangement. Library staff must have permission to make change out of a box provided by the Friends.

Handling the stream of incoming donations takes planning and constant attention. Some days of the week and some times of the year will see boxes coming in at an overwhelming pace. Space has to be found to store the donations until they can be reviewed. Volunteers have to be scheduled to check over the donations, make suitable decisions about them and use them to refresh the sales display.

What are the weekly duties of conducting book sales?

- Screen incoming donations, passing on those that are not sales worthy and keeping those that will sell. If conducting special sales or selling valuable titles by some other means including Thrift Books or Better World Books, pulling any qualified books, boxing and labeling if needed.
- Refreshing and straightening up the ongoing library sales shelf and pulling any titles that fail to sell after a period of time determined by the group.
- Checking the cash drawer or cash box to see if a bank deposit should be made, following Friends protocols for handling.
- Sending labeled boxes to the KCLS warehouse in Preston when needed for storage in anticipation of sales or for forwarding to Thrift Books or Better World Books.

Materials donated by members of the public to the Friends are deemed to have been given as a direct benefit to the library. As such, staff members and even Friends do not have 'first dibs' on these donated items. If any staff member or Friend spots materials they find attractive (for whatever reason) in the donations, they are to purchase it for a price chosen by the Friends, as would any member of the public who found it available on the book sale shelf.

If any Friends spot an item that they think is more than usually valuable, they should work it out with the rest of the group to decide how to handle potentially valuable items. Some groups have found it beneficial to assign the task of managing special books to an individual or individuals who have the passion to pursue this research, who are happy to find a greater value for what is normally asked as part of the ongoing or special sales. Not all Friends choose to pursue sales online or at used book stores or for higher than the usual prices, nor do they have to.

How should Friends screen materials?

One of the delights Friends and librarians have in common is the love of books and the desire to share them. Unfortunately this can sometimes result in an inability to reject a donated item even when it clearly will not sell and bring any money. By languishing on the shelf that title is keeping some other book from bringing money to the Friends. The list of non-saleable items from Thrift Books, (page 34), following, gives you an idea of what you may need to reject. The vast majority of sales will go to passersby whose eyes are caught by an attractive cover. This means you should give space first to new books, and nearly new books, trade paperbacks and children's books. Once a book has proved to be unsellable through both Friends Book Sales and Thrift Books, it is permissible to pass them on to another nonprofit. Donating books prior to a Friends Book Sale would be using donations to the library to benefit other organizations and is not permissible.

Can Friends sell advance reader copies?

Hopeful publishers and authors often donate their books to the library and some of these may end up in your donations stream. Published editions are fine to sell. However as books are published they go through a series of iterations, one of the last of which is an Advance Readers Copy (ARC) that looks very much like the published title. ARCs are sent to reviewers and to librarians in hopes that they will recommend or buy the title. ARCs can be hard to spot. Some have a banner across the cover, some have a just a tiny circle or a box with a date in it. Some are only discoverable as ARCs because there will be something about marketing on the back cover. If in doubt, it is better to recycle the item.

We do not sell ARCs out of respect for the integrity of the author's work, because we know final publication leads to income for authors and because of our relationship with publishers. If you think it is unlikely that an author or publisher would ever be in a library and find their ARC on a book sales shelf, it has happened at KCLS twice, both times the authors were very unhappy about it.

Can Friends store extra materials at Preston?

The KCLS Materials Distribution Services warehouse at Preston has limited space for storing boxes of materials in anticipation of an annual or special sale. By prior arrangement, Friends can pack boxes year round, label them (see below) and send them to be stored. The three box labels must clearly display:

1. Friends Group name in large font
2. Book Sale
3. Optional: Category

Many Friends have requested the ability to categorize boxes for storage. Because there are so many groups putting this into use, KCLS standardized the categories.

The categories to use are:

1. Foreign Language
2. Children
3. Vintage
4. Holiday
5. Fiction

Keep track of the total number of boxes sent to Preston.

How can Friends retrieve books from storage?

Request LSM to schedule Materials Distribution Services to deliver stored boxes from Preston six weeks in advance to arrive on the planned date for set up. Request the specific number needed, and if requesting boxes in a specific category, specify the number of each boxes from each category. Reconfirm one month before and one week before.

Does KCLS have sandwich boards and banners that Friends can borrow to promote book sales?

KCLS has a book sale sandwich board and banners which can be borrowed to advertise your book sales. Please ask your LSM to request the board two weeks ahead of the sale date (through Community Relations) and it will be sent to the library to the LSM's attention. Please ask your LSM to check city guidelines on placement of banners and sandwich boards.

What can we do with the materials after the sale?

Materials not sold cannot be returned to Preston. You will need to pack them up for Thrift Books or Better World Books. Feel free to recycle books.



Who are the book resellers KCLS works with?

Many groups are working with Thrift Books, a national book reseller with a local office in Kent. Friends send material to Thrift Books and receive a modest amount for books sold by Thrift. As of May 12, 2016, the KCLS Foundation decided to end its relationship with Thrift Books. KCLS is working with Better World Books as a reseller of the KCLS weeds and other donated materials.

For more information about Thrift Books, visit www.ThriftBooks.com/Library or contact Mike Anderson at 253.275.2241.

If your group is interested in learning more about Better World Books, please contact Kathy Marks at kmarks@betterworldbooks.com or 770.743.6254.

How can Friends create an account with book resellers?

Contact Thrift Books or Better World Books and create an account. When you are planning to send a box or boxes of books, email Thrift Books or Better World Books in advance for an ID# (each shipment arriving together has a separate ID). The ID# attaches the books to your account.

How can Friends ship the books to Thrift Books or Better World Books?

Upon conclusion of a sale, Materials Distribution Services will pick up the leftover materials from the library and transport them back to Preston for pickup by Thrift Books or Better World Books.

The boxes need to be labeled in three places: on both short ends of the boxes and on one side.

The three box labels must clearly display:

1. Ship to Thrift Books or Better World Books.
2. Thrift Books or Better World Books PO# (Contact Thrift Books or Better World Books to get your PO#).
3. Friends group name.

Upon arrival to Preston, Materials Distribution Services will alert Thrift Books or Better World Books that boxes are ready for pickup.

Books coming back from a book sale and going to the reseller can no longer be re-shelved, due to space restrictions at Preston.

Thrift Books or Better World Books will not be doing pickups at individual library locations.

What materials will Thrift Books buy?

Following is the list of materials found sale-able by our partners at Thrift Books. The Thrift list is based upon their experience with sales nationwide. Those screening the donations might have to send a fair number of donations to the recycling bin or some other charity and save out only those things that will display in an attractive way and so will be beneficial.

Books & Materials that Thrift Books sells

All fiction hardback & paperback
All nonfiction hardback & paperback
Romance
Oversized
Cookbooks
Leather bound
Religious
Rare, antiquarian & pre-ISBN
Dictionaries
Reference
Foreign language with ISBN
Children's
Young Adult
Monographs
Audiobooks on CD
DVDs
Special collections
Travel books less than 3 years old
Textbooks less than 10 years old
Computer books less than 3 years old
Volume books in full sets

Books & Materials that Thrift Books does not accept

Advanced Reader
Galley Proofs
Encyclopedias
Periodicals
Academic Journals
Activity Books
Excessive multiple copies
Magazines
Readers Digest Condensed Books
Non-ISBN Book Club editions
VHS
LP albums
Music Cassettes or CDs
Non-ISBN foreign language books
Travel books more than 3 years old
Textbooks more than 10 years old
Computer books more than 3 years old
Law
Medical
Anything damaged or dirty
PlayAway Audiobooks

Groups are finding Thrift Books and Better World Books to be an excellent alternative because KCLS no longer stores boxes of books left over from big sales back at the Preston warehouse. The warehouse still serves as a place to store the newly donated materials you are saving in anticipation of your next sale. See the book sale checklist in the Appendix for much more information.

Can Friends groups donate books to another charitable cause other than the library?

Per the KCLS Friends Financial Support of the Library Policy, it is not permissible.

To ensure that Friends of the Library meet state and federal legal requirements, as well to ensure an equitable distribution of resources across King County, Friends groups may not use their funds to:

Support groups or activities that do not directly benefit KCLS (e.g. local sports teams, other community agencies, libraries that are not part of KCLS, etc.).

The exception to this would be a book that has proved to be unsellable through the Friends Book Sales and through Thrift Books, proving it to be of no value. In addition, donating books prior to a Friends Book Sale would be using donations to the library to benefit other organizations and is also not permissible.

Can Friends collect donations or sell books during a community event?

Friends can collect donations or sell books during a community event, such as a farmers market or celebration. Friends can manage the collections themselves with a minimum of two people working together handling donations. The two person requirement provides the dual control that auditors require.



Friends Insurance

Do Friends need insurance for book sales?

KCLS has a general liability insurance for all KCLS Friends. The general liability insurance covers Friends for customer injuries related to this book sale in library or off premises if it is found to be negligible.

The certificate of insurance for the general liability insurance for the Friends group can be found in the Appendix of this handbook. The certificate is an industry-standard form submitted to others when requested to provide evidence of insurance coverage. The certificate provides detail about the type of coverage and limits.

Does KCLS provide Directors and Officers (D&O) insurance?

The general liability insurance is not the same as a Directors & Officers' policy. This is something each individual Friends group is responsible for if interested. For questions regarding a D&O policy, contact Barbara Leiendecker of Kibble & Prentice, 206.508.6027.

Friends Alternative Fundraising

Can Friends hold other types of fundraisers than book sales?

Absolutely. KCLS encourages creativity and events that engage community in a new way. Talk to your LSM about ideas you have. They can help to navigate the creation of a new event in accordance with KCLS Policy.

Can Friends use the library after hours for fundraisers?

Friends can use the library for fundraisers after hours with the following conditions:

1. Events comply with the policy for use of alcohol.
2. Staff need to be present. Operations will need to be able to absorb the after-hours use of the library staff time.
3. They will need to send an official request to use the library. The form is available in the Appendix of this handbook.
4. The Friends group needs to absorb additional costs beyond staff time.

Can Friends use the library grounds (building or parking lot) for fundraising sales?

According to the Special Use of Facility Policy:

Individuals, groups or organizations are prohibited from selling any goods or services or soliciting funds anywhere in KCLS buildings or on library grounds (i.e. plaza, parking lot, etc.), except in association with the Friends of the Library groups, the KCLS Foundation, any public library related association or as a component of a library-sponsored program or event (e.g. sale of books at author/illustrator event).

Are Friends allowed to hold a raffle?

A raffle is fine. Friends may raise money for libraries by many different means. Please just make sure it is obvious to patrons that it's the Friends who are running the raffle, not KCLS, and that it is clear what the proceeds are for.

Your LSM can assist you with this and can also request print materials from KCLS for your sales. Alcohol cannot be included in any raffle item, per the KCLS Drug-Free Workplace Policy.

What are some other fundraising activities that KCLS Friends groups have done?

Just a few examples are a plant sale, Santa Night event, autograph book sales, raffle baskets, and an art show. To connect with another group that has done a fundraiser you're considering, contact the Special Projects Coordinator and she can direct you to the correct contact.

Can KCLS create flyers for Friends when a for-profit business has offered to donate a portion of their sales to our Friends group?

KCLS can't use public funds to print and produce a piece that benefits a for-profit corporation or business. The business can produce something that can be inserted into books on the Friends Book Sale Shelf. If the business can't do that, the Friends can produce it themselves.

Friends Networking and other Resources

Where should Friends groups go for questions and support?

When questions arise about KCLS Policies and Guidelines, about furniture or the building, publicity or book sales, the person to talk to is the Librarian Services Manager or the named designee. Regional Managers are also an excellent resource, as is the Special Projects Coordinator in Community Relations whose task it is to assist all of the local liaisons, to work with the Friends groups and to update this handbook.

Sometimes a group needs more than just local help in which case it might be helpful to go to some of the greater Seattle area agencies (below) who provide volunteers who assist not for profits with issues that are complex. United Way is the largest. The CPA group would be specific to financial assistance, and the 501 commons is only for registered nonprofits.

Post a need for a volunteer United Way volunteer match.

www.uwkc.org/ways-to-volunteer

Click on the registration for organizations in the tan box.

Post a volunteer opportunity on Benevity.org through your cause portal:

<https://causes.benevity.org/user>

Washington Society of Certified Public Accountants advertises for volunteers:

www.wscpa.org/Content/legacy/com_volunteer_listing.aspx

If you are a 501(c)(3), post a need for a volunteer at 501 Commons:

www.501commons.org/services/request-for-assistance-form

The Washington Nonprofit Association has several resources and education opportunities:

<https://washingtonnonprofits.org/>

Find free advice on legal matters at **nolo.com**.

Check out the Handbook for Nonprofits published online by the State of Washington. You will want to make sure you have the most current information from the State if the handbook has not yet been updated.

What are some networking events for Friends groups?

A Friend, Guild or Association can feel very isolated if they do not take advantage of opportunities to network locally and regionally. Every group can be refreshed by sharing ideas, here are ways to do that.

Library Legislative Day

Library Legislative Day, held annually in Olympia, is a great opportunity to network with library supporters from around the state and to meet with state legislators and their staff

to discuss the value of libraries and the impact laws have on them. Friends can have a great impact in their visits to legislators because they are not employed by the library, but are, instead voters who have chosen to give their time and expertise to the library. The day includes a keynote speaker, an update on legislature and issues of interest to libraries and an opportunity to speak with a local legislator. Legislative Day is sponsored by the Washington Library Association (WLA). WLA also holds annual conferences with many workshops of interest to Friends.

Friends' Day

Friends' Day every October is a special day set aside to honor all KCLS Friends, Guilds and Associations with a celebratory event. All Friends are welcome to join their fellows for guest speakers, food, fun and celebration of the Foundation Awards for Lifetime Achievement and Friend of the Year. Friends Day is hosted by the KCLS Foundation and produced by Community Relations at KCLS.

Find a list of the past award recipients from Friends' Day in the Appendix to this handbook. Nominations generally take place in the late summer. The LSM can provide the details on how to nominate a group member.

Friends' Workshops

Due to popular request, KCLS holds a workshop for all Friends to gather and learn about a topic of interest to Friends groups.

What are some other ways Friends communicate with each other and KCLS?

Friends Email List

The Assistant to the Director at KCLS maintains an email list that acts as a means to link Friends. Any message sent over the list goes to everyone. This is one way that groups can communicate effectively within and across group boundaries, sharing mutual concerns and finding common solutions. KCLS also uses this "bounce" list for notices about Board meetings and for invitations to Library Legislative Day and Friends Day. Let the LSM know if you wish to join or to update your email address on the Friends list or email the Special Projects Coordinator.

Friends on KCLS Web Pages

All KCLS libraries with a Friend, Guild or Association group has mention of their group on the library's individual KCLS web page. Many of the groups have web pages or Facebook accounts that are also linked from these pages. Text space on the KCLS page is limited, let the LSM know if an update is needed. The LSM is also charged with ensuring that any Friends Book Sale is included in the Online Event Calendar.

Where can we find information about national Friends organizations?

United for Libraries, an association of Library Trustees, Advocates, Friends and Foundations, is the national umbrella organization for Friends groups. UFL is under the aegis of The American Library Association. The American Library Association is the largest national association of librarians in the US. The United for Libraries pages offer a variety of assistance to Friends including fact sheets, information on volunteer management, dates for helpful training webinars and links to national conferences.

Libraries Need Friends: Starting a Friends Group or Revitalizing the One You Have by Sally Gardener Reed, Executive Director, United for Libraries, is a free toolkit geared mostly toward public library Friends groups.

The Free Library of Philadelphia has published their 102 page Friends' handbook online, *Library Friends: A Best Practices Manual*. Although the information specific to FLP members is not applicable, the suggestions about fiscal management and recruitment would be universal. The Connecticut State Library has also published a best practices manual, *Handbook for Connecticut Library Friends*.

The American Library Association has published a Friends handbook, *Essential Friends of Libraries: Fast Facts, Forms and Tips* by Sandy Dolnick.



Friends Financial Support of the Libraries Policy

Date of Origin: 4/10	Owner(s): Director of Community Relations & Marketing
Date(s) of Revision: 3/14, 9/14	

PURPOSE

The King County Library System (KCLS) encourages each community library to have a Friends of the Library group, guild or library association (collectively referred to as “Friends groups”). Members of the Friends groups serve as goodwill ambassadors in the community, promote and advocate for KCLS services, resources and facilities, and enhance the link between the library and the community. Friends groups also work closely with KCLS staff to develop ideas and provide needed financial support for programming and other community library needs. Whether donating or buying books or other items from a Friends group, the expectation of the public is that the proceeds of their purchase will go to support their community library. This policy outlines the many ways Friends groups can fulfill this public expectation while providing financial support to help maintain vital and relevant libraries.

STATEMENT OF POLICY

A primary activity of the Friends of the Library is fundraising that directly benefits KCLS and/or its staff in support of KCLS’ mission and vision. KCLS makes space available for Friends groups to sell materials donated to individual libraries. In addition, many Friends groups raise funds through other means. Friends groups may then use the proceeds to augment KCLS activities as follows:

Programs and Classes

- Fund presenters/performers for programs selected and coordinated by library staff (centrally and locally) in accordance with the Guidelines for Public Programming
- Pay for library Story Times (using the Procedures for Contracting with Story Time Providers)
- Provide refreshments for programs, classes and events
- Purchase programming and literacy supplies (e.g. puppets, posters, displays, workshop items)
- Offer prizes for contests and drawings related to programming coordinated by local staff
- Buy giveaways for programming coordinated by local staff (e.g. books, DVDs, bookmarks)

Outreach and Advocacy Activities

- Sponsor library booths at local community fairs, festivals, farmers markets, etc.
- Sponsor KCLS exhibits at library conferences that promote the Library System broadly
- Offer financial support to and/or co-sponsor library-related activities with other Friends groups
- Purchase advertising designed and coordinated by Community Relations & Graphics
- Contribute to advocacy efforts and library-related election campaigns

Staff-Related

- Sponsor staff attendance at community events such as chamber luncheons
- Fund appreciation and recognition activities
- Contribute to staff scholarships through the KCLS Foundation
- Buy small equipment or furniture for staff use in the backroom or staff lounge



Friends Financial Support of the Libraries Policy

Date of Origin: 4/10	Owner(s): Director of Community Relations & Marketing
Date(s) of Revision: 3/14, 9/14	

Collections

- Contribute towards the purchase of KCLS book plates (see Book Plate Guidelines)

Library Facilities

- Fund furniture or fixtures, which excludes computer hardware (must be pre-approved and managed by KCLS’ Facilities department)
- Fund interior and exterior landscaping (must be pre-approved and managed by KCLS’ Facilities department)
- Fund artwork for the library (using the process outlined in the [Art Program Policy](#))

Other

- Contribute to the cost of major System programs, services, initiatives and pilot projects
- Donate to the KCLS Foundation in support of System programs, initiatives and pilot projects
- Support grant-related programs (must be pre-approved by the Library System)

To ensure that Friends of the Library meet state and federal legal requirements, as well to ensure an equitable distribution of resources across King County, Friends groups may not use their funds to:

- Support groups or activities that do not directly benefit KCLS (e.g. local sports teams, other community agencies, libraries that are not part of KCLS, etc.).
- Provide any supplemental prizes for centrally arranged programming that has prizes as a component, such as the summer learning program.
- Purchase computer hardware or software for any community library or library cluster, which are selected, distributed and supported centrally by KCLS.
- Fund staff attendance at training activities including library-related conferences, which are managed and funded centrally by KCLS.
- Duplicate activities that are normally funded centrally and executed by library staff as part of KCLS’ normal operations (e.g. substitutes for authorized hours, promotional mailings).
- Establish partnerships with other agencies on behalf of KCLS.
- Purchase supplies for patrons in any one library that creates an operational inconsistency across System libraries (e.g. shopping baskets).



Friends Financial Support of the Libraries Policy

Date of Origin: 4/10	Owner(s): Director of Community Relations & Marketing
Date(s) of Revision: 3/14, 9/14	

RELATIONSHIP TO KCLS

Although, each of the Friends of Library groups is autonomous, KCLS asks that a designated staff member(s) from each cluster serve as an ex-officio member of the Friends Board and its committees. As the liaisons between KCLS and the Friends group, these staff members can answer questions regarding this policy, as well as route requests for approval of certain activities (noted above). The existence of the staff liaison does not preclude Friends groups from having a high degree of interaction with the KCLS Administration or Board of Trustees.

DEFINITIONS (if applicable)

- **Prizes:** Something offered, earned or won as an award for participation.
- **Giveaways:** Something given away at no charge as a promotional activity, etc.
- **Small Equipment:** Items used in the backroom or staff lounge including, but not limited to Ellison Die Cut machines, coffee pots, microwaves, etc.
- **Fixtures:** Items for use in the library including, but not limited to display shelving, Automated External Defibrillators (AEDs), etc.

SEE ALSO...

- Guidelines for Adult Programming
- Guidelines for Children’s and Teen Programming
- Book Plate Guidelines
- Art Program Policy
- Friends Policy Legal Opinion (4-13-2010)
 - Gift of Public Funds (Article VIII, Section 7)
 - Fiduciary Duty of Obedience (RCW 24.03.127)
 - Tax-Exempt Status (Treasury Regulation § 1.501(c)(3)-1(a))



Art Program Policy

Date of Origin: 12/04	Policy Owner(s): Director of Public Services - Collection Management
Date(s) of Revision: 1/10, 6/10, 6/13	

PURPOSE

The King County Library System (KCLS) strives to create and maintain an art collection that stimulates creativity and imagination and provides visual, tactile and sensory experiences. KCLS has an Art Oversight Committee (AOC) that provides guidance, leadership and support of KCLS’ art program. This policy establishes the process by which KCLS selects, purchases, places and maintains works of art.

STATEMENT OF POLICY

The KCLS art collection shall be comprised of high quality art that engages the public, reflects the KCLS Vision and the community it serves, and shall be reflective of the high standards and artistic excellence of the existing broad and balanced collection. Artwork commissioned or purchased for inclusion in the art collection shall be selected formally through an established review process overseen by the AOC.

ARTIST AND ARTWORK SELECTION

KCLS will use Artist Selection Panels to select artists to participate in KCLS’ art program using:

- **Open Competition:** Soliciting submittals by artists, including slides, resume and letters of interest through public advertisement.
- **Invitational or Limited Competition:** Inviting a limited number of artists to submit applications or prepare proposals to be evaluated against established criteria unique to each project.
- **Artist Rosters:** Recommending that an artist(s) be chosen from established, juried rosters with the specialized skills, experience or technical abilities for the project.
- **Direct Selection:** Recommending a specific artist who will be invited to submit a proposal for a specific site. Upon acceptance of the proposal the artist is commissioned for the project. Direct selection is to be employed rarely and with caution, when time is of the essence and when the only way to secure an art project for a specific site through this expedited process.
- **Artists on Design Teams:** Recommending that an artist be selected as a consultant on construction or project work in which the creation, documentation and construction of the project is collaboratively developed with KCLS project managers and staff, design team and the community with the goal of improving the aesthetics of the entire project.
- **Artist(s) on Planning Teams:** Recommending that artists be selected to assist in the evaluation of options, strategies, limitations and opportunities for art and aesthetic design in capital projects before the scope, quality, schedule and budget are fixed.

Selected artists will be asked to interact with KCLS staff and selected residents from the local communities to create specific artworks, plans, reports or other deliverables.



<h1>Art Program Policy</h1>	
Date of Origin: 12/04	Policy Owner(s): Director of Public Services - Collection Management
Date(s) of Revision: 1/10, 6/10, 6/13	

ACCESSIONING ARTWORK

Accessioning artwork into the KCLS art collection implies the application of professional standards of care, display and maintenance of the artwork. The Art Oversight Committee (AOC) is responsible for making decisions regarding purchase or acceptance of potential accessions into KCLS’ art collection.

All visual art forms may be considered, subject to limitations set by the AOC. Artworks will be accessioned based upon the following criteria:

- **Quality:** The inherent quality and authenticity of the work is of the highest priority.
- **Style and Nature:** The artwork should be appropriate in scale, material, form and content for the cultural and physical environment in which it is placed.
- **Elements of Design:** Public art may have considerations other than the aesthetic, including that it may serve to establish focal points, modify, enhance, define or terminate specific spaces, or establish identity.
- **Safety:** No work will be accepted that creates unsafe conditions or factors that may bear on public liability or use of the library.
- **Maintenance:** Consideration must be given to the durability of the piece as it relates to the insurance, repair and maintenance capacities of KCLS’ operational budget.
- **Condition:** The artwork must be in good condition. KCLS reserves the right to have the artwork evaluated by a conservator/art technician.
- **Storage:** KCLS must be able to provide proper care and storage for the artwork.

Artworks will be accessioned into the art collection only upon completion of all facets of the commissioning or purchasing contract or through the gift criteria for art. The artist’s signed contract transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every acquisition.

GIFT CRITERIA

The Art Oversight Committee (AOC) must fully consider and evaluate potential gifts of art in light of their artistic, financial, curatorial and legal ramifications. Gifts must meet the Accession Criteria and be approved by the AOC. Gifts of art are made to the KCLS Foundation. Works accepted by the AOC are granted by the KCLS Foundation to KCLS. KCLS and the Foundation will accept only gifts with clear titles and without restrictions. In addition, the gift may also require a maintenance fund or endowment and provisions for lighting and security. KCLS and the Foundation will not accept any art that has contract stipulations that contradict the Art Program Policy.

A gift may be deemed inappropriate for accession if one or more of the following conditions exist:

- No suitable location for the artwork can be found
- The artwork indicates extraordinary maintenance or expense for placement
- The artwork does not meet the objectives of the art collection
- Acceptance of the artwork results in extraordinary liability, or represents other risk or exposure



Art Program Policy

Date of Origin: 12/04	Policy Owner(s): Director of Public Services - Collection Management
Date(s) of Revision: 1/10, 6/10, 6/13	

LONG-TERM LOANS OF ART

Loans of art for one year or longer must meet the accession criteria and be approved by the Art Oversight Committee. The terms of the loan must be mutually agreed upon, including the specific loan period and provisions for installation and maintenance. The lender assumes responsibility for removing the piece at the end of the loan period, unless a written extension is granted or another arrangement is made with KCLS. A Loaned Art Agreement Form must be completed for all long-term loans of art.

SHORT-TERM LOANS OF ART

Cluster managers should consult with the chair of the Art Oversight Committee regarding loans of art for less than one year, or relationships that involve ongoing short-term loans, to discuss the extent to which the art meets the following criteria:

- **Quality:** The inherent quality and authenticity of the work is of the highest priority.
- **Style and Nature:** The artwork should be appropriate in scale, material, form and content for the cultural and physical environment in which it is placed.
- **Safety:** No work will be accepted that creates unsafe conditions or factors that may bear on public liability or use of the library.
- **Condition:** The artwork must be in good condition. KCLS reserves the right to have the artwork evaluated by a conservator/art technician.

A Loaned Art Agreement Form must be completed for all short-terms loans of art.

DEACCESSIONING ARTWORK

Deaccessioning standards shall be applied after careful evaluation and *not* because of changes in fashion and taste or on the basis of content. An artwork may be considered for deaccession when:

- The artwork has been damaged to the extent it no longer represents the artist’s intent, that repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
- The artwork is no longer appropriate for the site because of changes in the use, character or design of the site. For site-integrated or site-specific artworks, the site for which the artwork was specifically created is sold or otherwise altered.
- There is not a suitable site for the artwork and/or the artwork is not or is only rarely on display due to lack of a suitable site.
- The artwork endangers public safety.
- The artwork requires excessive maintenance or has faults of design or workmanship.



Art Program Policy

Date of Origin: 12/04	Policy Owner(s): Director of Public Services - Collection Management
Date(s) of Revision: 1/10, 6/10, 6/13	

- The artwork is of inferior quality relative to the quality of other works in the collections, or is incompatible with the rest of the collection.
- The security and condition of the artwork cannot be reasonably guaranteed in the present site.
- The artwork has been stolen.
- The artwork is replaced with a work of more significance or appropriateness by the same artist.
- The artwork was purchased as a semi-permanent acquisition and the KCLS predetermined period of obligation is terminated.

The Art Oversight Committee (AOC) shall review the recommendations for deaccessioning artwork and determine the action. Artists whose work is being considered for deaccession will be notified using the current address provided by the artist.

All artworks under consideration for deaccession will be accompanied by a report prepared by the AOC for the Library Director, who will approve or disapprove the recommendation, including:

- Reasons for the suggested deaccession
- Acquisition method, cost and current market value
- Documentation of correspondence or negotiation with the artist
- Photo documentation of the artwork or site conditions (if applicable)
- Contract restrictions
- Options for storage or disposition of the work
- Recommended action

The AOC may also request additional information from art conservators, curators or other arts professionals or include these professionals in its deliberations and consideration of a deaccession recommendation. Once a decision has been made to deaccession a piece of art, the process will be completed in accordance with KCLS' Surplus Policy as described in the KCLS Purchasing Policies Manual.

RE-SITING ARTWORKS

KCLS reserves the right to relocate works of art which are not created for a specific site, or are not integral to the design or construction of a building. The Art Oversight Committee (AOC) may enlist the assistance or aid of the artist in re-siting art.

In the case of artworks which are specifically created for a site or which are integral to the design or construction of a building, the AOC will attempt to reach agreement with the Artist regarding any alterations or modifications to the art. In the event that the artist and the AOC are unable to reach agreement regarding relocation, alteration, or modification of the artwork, the artist may appeal to the Library Director in writing within 30 days following the determination or recommendation.



Art Program Policy

Date of Origin: 12/04

Date(s) of Revision: 1/10, 6/10, 6/13

Policy Owner(s): Director of Public Services - Collection Management

DEFINITIONS *(if applicable)*

- **Accessioning:** A formal process whereby artwork is purchased or accepted by KCLS and a permanent archival file and database record is created to document the artwork disposition, terms of its creation, and artist's statement and intent.
- **Deaccessioning:** The process for withdrawal of an artwork from the KCLS art collection through sale or disposal. This includes removal of the artwork from its public site, removal from the maintenance cycle and moving of records.

SEE ALSO...

- [Art Oversight Committee](#)
- Art Acquisition and Art Gift Form
- [Loaned Art Agreement Form](#)
- [KCLS' Surplus Policy](#)



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services—Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

PURPOSE

The King County Library System (KCLS) provides public facilities throughout King County, which should be safe for the public and staff and conform to local requirements for accessibility. In addition, KCLS works to maintain the appearance and navigability of its facilities. This policy outlines specific standards for library facilities that maximizes the space available, creates greater visibility and ease of orientation while being conscientious of aesthetic impacts.

STATEMENT OF POLICY

All KCLS staff should adhere to the following facilities standards:

Meeting Rooms

All KCLS meeting rooms should be maintained in a clean and neutral state. For libraries with flexible meeting rooms, this includes re-setting the meeting room furniture to a standard configuration that encourages patron use of the space when it’s not booked for a meeting.

A listing of what’s happening in the meeting room can be posted outside the room in the acrylic provided using an established Graphics template. Staff may also feature printed publicity using the Library System’s rolling sign units provided by the Facilities department shortly before and/or during programs or events.

The priority for storage in the meeting rooms is for tables, chairs and audiovisual equipment. All programming supplies should be stored in the meeting room closet or in the staff work area.

Programming publicity, policies or other KCLS materials or other decorations or signs may not be posted in the room, except those posted or displayed during programming. All signs required by law will be provided and posted by the Facilities department.

Fixtures & Furniture

All requests for new fixtures (e.g. wall mounted acrylics, posting boards, spinning holders or other devices for displaying books) and/or furniture (e.g. tables, chairs, shelves, file cabinets) should be submitted to the Facilities Design Coordinator, including a description of the problem to be addressed and the impact of that problem. All requests will be addressed by the Facilities Design Coordinator in consultation with the Director of Public Services, Operations.

Staff may not purchase any fixtures or furniture using the library’s supply budget for the public space or the library backroom. Purchases made using funding from the Friends of the Library should comply with the Friends Financial Support of the Library Policy.

Requests to move existing furniture and/or fixtures should be submitted to the Facilities Design Coordinator, who will consult with the Director of Public Services, Operations, as needed.



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services–Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

Doors & Windows

Use of the acrylic affixed near or on the library front door is limited to holiday closure signage, the standard welcome sign and closure/emergency/shelter information produced in conjunction with a community partner. No program and event publicity should be posted on or near the front door.

Only window clings produced or sanctioned by Community Relations & Graphics can be affixed to the library doors and/or windows.

All signs required by law will be provided and posted by the Facilities department.

Service Desks and Self-Check Stations

Publicity or promotional materials may be occasionally featured for a fixed amount of time on service desks and/or self-check stations, but should be limited to those with operational impacts (e.g. service interruptions and closures, software upgrades, policy changes). Bookmarks publicizing topics with operational impact may also be inserted in patron holds as these topics will be infrequent. Information about library programming should not be displayed on service desks and/or self-check stations.

Community Information & Free Literature

Community information and free literature should be located in designated areas determined by local library management and not in other areas of the library. The library should not censor or remove any community information or free literature because some members of the community may disagree with its content. Due to the limited amount of space in the libraries, materials may be limited to the following (in priority order):

1. Materials from, or sanctioned by, KCLS, the KCLS Foundation and/or Friends of the Library
2. Local community information
3. High demand, high interest publications (e.g. Parent Map, Seattle Weekly, The Stranger, Seattle’s Child)
4. Materials from broad or regional organizations that relate to KCLS programs (e.g. museum events, operas)
5. Materials from non-profit organizations that are distributed to the community libraries in accordance with the Guidelines for Non-Profit Distribution.

Community information and free literature materials may advertise ticketed programs, events and performances that are artistic, educational, cultural or charitable in nature (e.g. local high school play, Fifth Avenue show poster).

KCLS does not allow materials the sole purpose of which is to sell products or services (e.g. Thrifty Nickel, real estate magazines, want-ads and tear-off advertisements), or signs for lost pets, lost children or funeral notices.



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services—Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

Community information may be posted for no more than four (4) consecutive weeks. Free literature items may be offered in the library for no more than three (3) consecutive months. Each group or organization may have up to three (3) postings at one time in each library.

Maintenance of areas designated for community information and free literature should be assigned as a regular task to a staff member(s) in the library.

Collection of Charitable Donations

Community organizations may be allowed to collect charitable donations in the library for a period of time not to exceed two consecutive months as follows:

- Seasonally (e.g. giving trees) or in conjunction with a drive or promotion (e.g. food bank)
- In conjunction with an official local community partnership (see Partnership Policy)

The local library management team should consider aesthetic impacts and space availability when deciding where and how to collect these charitable donations. Collection bins in two sizes may be ordered from Materials Distributions Service for use by the libraries for these activities.

KCLS does not allow outside entities to collect other types of items (e.g. eyeglass or battery recycling), as these efforts are generally conducted in perpetuity rather than for a predetermined period of time.

In addition to the collection of charitable donations by community organizations, KCLS may also collect items, at its discretion, in relation to KCLS programming efforts.

Exhibits

Library management may permit individuals or outside organizations to temporarily (one month or less) exhibit items of local or regional community interest using the Library System’s free standing exhibits available through the Facilities department. All materials exhibited should be contained to this two dimensional fixture and each exhibit should be limited to one month or less.

All loans of art are handled through the Art Program Policy.

Standardized Signage

KCLS uses standardized fixtures, end cap panels and signage. For example, a standardized fixture for the lobby (free standing in some libraries, wall mounted in others) includes acrylic slots to feature KCLS’ basic informational brochures and a 22”x28” background poster.

All directional and instructional signage (e.g. computer identification, Quiet Areas, Study Rooms) should be produced by Community Relations & Graphics. KCLS does not post policy-related signage (e.g. Rules of Conduct, Parental Responsibility) in the community libraries. Staff is encouraged to use brochures (e.g. Courtesy) when engaging patrons in discussions about policy.



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services—Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

Staff members should not:

- Create signage or publicity pieces outside of the Community Relations & Graphics print process or established templates.
- Use tape, any adhesives, thumbtacks or staples to affix materials to any ordinary walls, beams/posts, fixtures or furniture in the library or in the library backroom. Staff may use pins to attach KCLS-provided materials to meeting room or other walls designed for such attachment.
- Alter, copy parts of, redesign or supplement approved KCLS directional, instructional or policy-related signage, including Dewey signage.

Standard Acrylic Holders

The use of wall-mounted or countertop acrylic holders is limited to the following sizes/styles:

- 11 x 17 sign holder
- 8.5 x 11 sign holder
- 4.5 x 5.5 sign holder
- Bookmark holder (*holds multiples*)
- Brochure holder (*holds multiples*)
- 8.5 x 11 Booklet holder (*holds multiples*)

All print publicity and promotional materials sent by Graphics will be designed for these standard acrylic sizes. Exceptions may be made for large scale promotions (e.g. SRP, Foundation-related items).

Library Material Displays & Booklists

Book displays should be created within the shelves or using vignettes, slot wall designated for face-out display of materials, on pylons at the end of stacks, or using custom KCLS-designed spaces. Staff may not use public or meeting room furniture to create book displays.

All book lists should be displayed using an acrylic holder and should be strategically located with book displays, or integrated into or adjacent to the collection they promote (e.g. children’s book lists in the children’s area). Staff should not display all available KCLS booklists at one time at each library.

A limited number of attractively displayed children’s books may be displayed on the tops of shelves or on shelves located against the wall. A limited number (1-2) of stuffed animals may be displayed high on shelves in the children’s area. Decorative character-based pieces may be used as part of a materials display for a limited amount of time. No puzzles, puppets, toys or other décor may be used in the children’s area outside of those used during children’s programming.

Books from other parts of the collection, acrylic holders for booklists or brochures and signage may not be displayed on the tops of shelves.



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services–Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

Print Publicity & Promotional Materials

The following items should be displayed in the entryway or lobby of all KCLS libraries:

- Basic Informational Brochures: Welcome, Open Hours, Courtesy
- Monthly Program Calendars
- System Program Publicity (e.g. quarterly series)
- Materials about System Services (e.g. Language Line, Ask KCLS)
- Individual Program Flyers (space permitting)

Publicity or promotional materials should also be displayed in areas adjacent to the space used by the target audience (e.g. program flyers for teens in the teen area, TechTutor classes at the computer sign-up or print release stations, Talk Times flyers near the World Language collections). If there is not adequate room in the children’s and teen areas, publicity or promotional materials may be displayed in the entryway or lobby of the library.

Staff should not order and store more publicity and promotional pieces than can be displayed in the library or display any outdated print materials. Community Relations & Graphics can produce additional copies of standard print pieces with a rapid turnaround time for library staff.

Book Carts

Empty book carts should not be left unattended in the public areas (e.g. for patrons to place unwanted books).

Posters

Book-related posters (such as those ordered through ALA Graphics) should be displayed in an appropriately sized acrylic and located with relevant adjacency in the library. Posters may not be hung in library meeting rooms or hung using tape, any adhesives, thumbtacks or staples.

Banners

Banners for centrally-driven or System-wide initiatives, as well as Friends of the Library activities, may be hung on or in KCLS libraries. Banners may not be designed or requested by local staff. Banners should be hung by KCLS’ Facilities department on the building’s banner bars.

Tax Forms

To ensure that KCLS maintains a clean and professional look in the libraries, tax forms should be:

- Located away from main entry ways where they create a negative visual impact
- Removed from the cardboard boxes in which they were shipped



Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services–Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

- Maintained in smaller stacks that can be refilled and straightened more frequently
- Displayed in aesthetic containers that can be labeled (e.g. Princeton files, acrylics)

Friends of the Library

KCLS makes space available for Friends groups to sell materials and merchandise in support of the community libraries. Friends groups are provided book sale fixtures designed to the size and scale of the library. Materials for sale may not overflow from these fixtures to tables or book carts.

Other merchandise (e.g. book bags, mugs) or fundraising activities (e.g. quilt raffle) may also occur in other parts of the library in consultation with local library management.

All signage and publicity associated with Friends activities in the library (e.g. price lists, advertisements of book sales, newsletters) should be created using the Community Relations & Graphics print and publicity process.

Banners, produced by Community Relations & Graphics or purchased by Friends groups, should be hung outside community libraries for a pre-determined timeframe by KCLS’ Facilities department on the building’s banner bars for Friends-related events. Use of professionally produced sandwich boards or sidewalk signage (excluding boards with printed notices affixed to them) for a limited period of time is allowed if the local jurisdiction permits them.

KCLS provides standard wall plaques on which to recognize outstanding service from individual Friends of the Library.

DEFINITIONS

- **Charitable Donations:** A gift of new or used goods (e.g. clothing, toys, food) for charitable purposes.
- **Designated Areas:** Areas designated by local management for community information and free literature may include the entryway/lobby, copy areas, etc.
- **Fixed Posting Boards:** Includes, but is not limited to bulletin, tack and magnet boards used to display materials in the library.
- **Freestanding Promotional Posting Board:** Standardized mobile easel unit used to display official KCLS program publicity; not a permanent fixture.
- **Sales:** Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.
- **Solicitation:** The act of requesting money, credit, goods or merchandise for any purposes.



PUBLIC SERVICES MANUAL

Facilities Standards Policy

Date of Origin: 1/14	Owner(s): Director of FMS and Director of Public Services–Operations
Date(s) of Revision: 9/14, 12/14, 6/15	

SEE ALSO...

- [Guidelines for Non-Profit Distribution](#)
- [Partnership Policy](#) and [Partnership Agreement Form](#)
- [Art Program Policy](#)
- [Library Materials Display Guidelines](#)



Guidelines for Children’s and Teen Programming

Date of Origin: 1/14	Owner(s): Director of Public Services - Services Strategies
Date(s) of Revision: 3/14, 6/14, 8/15, 4/16	

PURPOSE

The King County Library System (KCLS) strives to offer innovative, topical programs in the libraries, online and in community venues. These programs for youth support their education, develop information literacy skills and encourage creativity and the cultivation of interests, and may be planned and funded centrally or developed and paid for by local Friends and Guilds. These guidelines outline parameters under which staff should develop and offer programming for children and teens.

GUIDELINES

Staff should create programming in a variety of developmentally appropriate formats – programs, workshops and classes (see definitions). Depending on the topic and target audience, staff should carefully consider the most effective balance of delivery method(s) to use – in the library, in a community venue or online.

When developing programming, staff should first identify emerging community needs and interests of the audience. Staff is also expected to offer programming in the evenings and on the weekends to facilitate patron attendance.

When planning and executing programming, staff should also look for opportunities to:

- Promote appreciation of books, reading, stories, literature and curriculum subjects emphasizing STREAM.
- Explore music, theater, performance, arts and humanities.
- Provide hands-on learning and practical knowledge. Hands-on activities should involve no more than 30 minutes of staff preparation time; however, it is preferred that staff bring in outside presenter(s)/performer(s) or use volunteer resources to develop and manage hands-on activities.
- Enhance the knowledge or skill levels of program participants through developmentally appropriate social interaction.
- Introduce children, teens and their families to a range of library services.
- Pursue partnerships with community organizations to leverage program content and venues in coordination with Community Relations (see Partnership Policy).



Guidelines for Children’s and Teen Programming

Date of Origin: 1/14	Owner(s): Director of Public Services - Services Strategies
Date(s) of Revision: 3/14, 6/14, 8/15, 4/16	

- Seek sponsorships to fund programming in coordination with the KCLS Foundation (see Sponsorship Policy).
- Increase use of KCLS resources.
- Build on available System programming themes.
- Encourage collaboration between children’s, teen and adult services librarians.

PROGRAMMING REQUIREMENTS

A second adult **is not** required when a program is being provided by a KCLS staff member, an official KCLS volunteer or specialty presenter/performer for a series contracted by Central Services (e.g. World Language Story Time, Fiestas, Play & Learn, Life After High School), as these individuals have successfully completed the Washington State Patron criminal history check.

For all other programs presented by an outside performer(s), an adult (18 years or older) other than the program performer(s) must be assigned to any program promoted as a children’s or teen program. Adults other than the program performer(s) can include:

- A KCLS staff member
- A KCLS volunteer that has completed KCLS’ screening process (including successful completion of the Washington State Patrol criminal history check).
- A staff member or volunteer of a KCLS partner organization that has a verified background-check process (an approved Partnership Agreement Form must be on file).

The assigned adult must be present for the duration of the program regardless of whether the program occurs in the library or out in the community.

When providing assistance to an individual patron, all staff and KCLS volunteers (e.g. Study Zone, Talk Time, Citizenship and Tech Tutors) should do so in the public areas of the library or in a meeting room with visible sightlines (i.e. transitional walls, open doors, large windows) to other staff or patrons. Neither staff nor program volunteers should provide one-on-one assistance to patrons in Study Rooms or non-visible meeting rooms.



Guidelines for Children’s and Teen Programming

Date of Origin: 1/14	Owner(s): Director of Public Services - Services Strategies
Date(s) of Revision: 3/14, 6/14, 8/15, 4/16	

LIMITING ATTENDANCE AT PROGRAMS

While library programs are intended for specific audiences, there may be times when patrons who are not specific to that audience wish to attend programs for children and teens. This is appropriate and should be allowed when:

- The adult is a parent or guardian of a child or teen in attendance.
- The child is a sibling (e.g. older children attending Story Times with their younger siblings).

In other cases, the attendance of patrons outside of the target audience can be restricted as it may be in conflict with the goals of the program (e.g. young children or adults attending Game On programs for teens, a non-parental adult participating in a teen book group).

Attendance at programs may also be limited based on circumstances unrelated to age, including when:

- Attendance reaches posted room capacity
- Registration for a program is required

MANAGING LARGE CROWDS

The safety of patrons is an important consideration of holding a program. No program should have attendance that exceeds the meeting room capacity. Know the capacity of your meeting room and have a plan for how to handle the crowd if more people show up than can be legally accommodated. If you anticipate large crowds, consider:

- Scheduling off site (e.g. schools, community centers, park buildings).
- Booking the meeting room for the library patrons who want to read and study and hold the program in the main area of the library.
- Marketing the program to a more select audience (e.g. a home school group, a group of preschoolers, a parent education group/class).
- Specify target age groups in your publicity (e.g. ages 5-8), but plan for how you will respond to requests for exceptions.
- Handing out tickets to patrons who arrive early so they will know they have a seat, but can be free to browse in the library.
- Suggesting parking alternatives when booking popular programs



Guidelines for Children’s and Teen Programming

Date of Origin: 1/14	Owner(s): Director of Public Services - Services Strategies
Date(s) of Revision: 3/14, 6/14, 8/15, 4/16	

- Enlisting additional staff or volunteers to help with crowd control
- Seeking funding to offer multiple session offerings
- Working with your management team to institute a staff per attendee ratio for large programs (30 or more attendees) and then schedule additional staff members or volunteers to help handle capacity issues, count attendees in the room and manage behavioral problems.

OTHER PROGRAMMING CONSIDERATIONS

- APT-level approval is required for any programs that involve live animals other than service animals (for liability reasons).
- To reach more children, teens and their families hold programs off site (i.e. schools, community centers, park buildings)
- When requiring patron’s to register for a program, online registration should begin when the library opens.
- Have a contingency plan for programs planned outdoors, including having a second site available in case of inclement weather (e.g. the library, a community venue).
- For programming with an online or social media component, consult with Online Library Services.
- Utilize interpretation equipment to allow patrons needing interpretation to participate (up to two interpreters can interpret in two languages for as many as 30 participants at one time).
- If a program is off site, bring a small collection of representative materials, service brochures and booklists to put on display.
- A sign with the KCLS logo should be displayed at all off site library programs.

PROHIBITED PROGRAMMING

A few types of KCLS programming are not permitted, including those involving:

- Consumption of alcohol (for children’s and teen programming)
- Illegal activities
- Sales or solicitation, except for books and other resources sold at library-sponsored events



Guidelines for Children’s and Teen Programming

Date of Origin: 1/14	Owner(s): Director of Public Services - Services Strategies
Date(s) of Revision: 3/14, 6/14, 8/15, 4/16	

- Transportation of minors by KCLS staff
- Attendance that exceeds posted room capacity

These prohibitions apply to all KCLS programs, or programs offered in partnership with another entity, regardless of where the program occurs (i.e. in the library or out in the community) unless noted.

FOOD AT PROGRAMS

KCLS may not offer programs that involve the preparation of food by staff or volunteers. KCLS can provide commercially purchased food (i.e. cookies, pretzels), but staff or volunteers may not prepare food (i.e. spread cheese on crackers), cook food (i.e. microwave popcorn) or offer homemade food.

DEFINITIONS (if applicable)

- **Program:** Single session or series of sessions that are presenter or performer based; intended to be a recreational or entertainment-based experience, or convey information
- **Class:** Series of learning opportunities that are instructor-led regarding the same topic; curriculum is sequential in nature where knowledge or skill level of program participants builds over time; often with hands-on learning; typically 2-6 weeks in a series
- **Workshop:** One time learning opportunity that is instructor-led introducing participants to a single topic; may include hands-on learning.
- **Sales:** Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.
- **Solicitation:** The act of requesting money, credit, goods or merchandise for any purposes.
- **Minor:** Children and teens under the age of 18.

SEE ALSO...

- [Programming Procedures](#)
- [Partnership Policy](#) and [Partnership Agreement Form](#)
- [Sponsorship Policy](#) and [Sponsorship Agreement Form](#)
- [Meeting Room Use Policy](#)
- [Catalog of Children's, Teen and Adult Performers](#)
- [Interpretation Equipment Guide](#)
- [Guidelines for Adult Programming](#)



Guidelines for Adult Programming

Date of Origin: 10/07	Owner(s): Director of Public Services - Services Strategy
Date(s) of Revision: 1/09, 10/12, 6/14, 8/15, 4/16	

PURPOSE

The King County Library System (KCLS) strives to offer innovative, topical programs in the libraries, online and in community venues. These programs, which can be planned and funded centrally or developed locally by staff and paid for by local Friends and Guilds, support KCLS’ mission to provide an “intellectual adventure for everyone.” These guidelines outline parameters within which staff should develop and offer programming.

GUIDELINES

Staff should create programming in a mix of formats – programs, workshops and classes (see definitions). Depending on the topic and target audience, staff should carefully consider the most effective balance of delivery method(s) to use – in the library, in a community venue or online.

When developing programming, staff should first identify emerging community needs and interests. Staff is also expected to offer programming in the evenings and on the weekends to accommodate patron preferences.

When planning and executing programming, staff should also look for opportunities to:

- Pursue partnerships with community organizations to leverage program content and venues (see Partnership Policy).
- Seek sponsorships to fund programming (see Sponsorship Policy).
- Bring in outside presenter(s)/performer(s) or use volunteer resources to minimize staff preparation time, especially for hands-on activities such as arts and crafts.
- Increase use of KCLS resources.
- Build on available System programming themes.
- Facilitate discussion and information sharing among attendees.
- Encourage positive community cooperation and support.



Guidelines for Adult Programming

Date of Origin: 10/07	Owner(s): Director of Public Services - Services Strategy
Date(s) of Revision: 1/09, 10/12, 6/14, 8/15, 4/16	

PROGRAMMING CONSIDERATIONS

- APT-level approval is required for any programs that involve live animals other than service animals (for liability reasons).
- If there is more space for people in the main area of the library than in the meeting room, consider booking the meeting room for the library patrons who want to read and study and hold the program in the main area of the library.
- If you anticipate large crowds, consider:
 - Scheduling off site (i.e. community centers, park buildings)
 - Suggesting parking alternatives when booking popular programs
 - Seeking funding to offer multiple session offerings
- Have a contingency plan for programs planned outdoors.
- For programming with an online component, consult with Virtual Library Services.
- Utilize interpretation equipment to allow patrons needing interpretation to participate (up to two interpreters can interpret into up to two languages for up to 30 participants at one time).

LIMITING ATTENDANCE AT PROGRAMS

While library programs are intended for specific audiences, there may be times when children and teens wish to attend adult programs. Children and teens should not be excluded from adult programs, based on age (see ALA’s Interpretation of the Library Bill of Rights) except when there is safety or liability concern.

Attendance at programs may be limited based on circumstances unrelated to age, including when:

- Attendance reaches posted room capacity
- Registration for a program is required

PROHIBITED PROGRAMMING

A few types of KCLS programming are not permitted, including those involving:

- Illegal activities
- Sales or solicitation, except for books and other resources sold at library-sponsored events
- Runs, walks or rides that take patrons out onto the streets and off library premises
- Attendance that exceeds posted room capacity



Guidelines for Adult Programming

Date of Origin: 10/07	Owner(s): Director of Public Services - Services Strategy
Date(s) of Revision: 1/09, 10/12, 6/14, 8/15, 4/16	

These prohibitions apply to any KCLS program, or program offered in partnership with another entity, regardless of where the program occurs (i.e. in the library or out in the community) unless noted.

CONTRACTED CLASSES

Partnerships with colleges and agencies receiving federal funding to provide English as a Second Language (ESL) are permitted. Federally funded ESL class providers are prohibited from providing services to individuals who are enrolled in public school or to individuals who hold short term non-immigrant visas (B, F, J, M). These visa categories include tourists, visiting professors and students, au pairs and professionals with temporary status. Participation may also be subject to placement testing based on English proficiency level and other program requirements.

ONE-ON-ONE ASSISTANCE

When providing assistance to an individual patron, all staff and KCLS volunteers (e.g. Study Zone, Talk Time, Citizenship and Tech Tutors) should do so in the public areas of the library or in a meeting room with visible sightlines (e.g. transitional walls, open door, large window) to other staff or patrons. Neither staff nor program volunteers should provide one-on-one assistance to patrons in Study Rooms or non-visible meeting rooms. This requirement does not apply to volunteers from partner agencies such as SCORE, SHIBA, etc.

FOOD AT PROGRAMS

KCLS may not offer programs that involve the preparation of food by staff or volunteers. KCLS can provide commercially purchased food (i.e. cookies, pretzels), but staff or volunteers may not prepare food (i.e. spread cheese on crackers), cook food (i.e. microwave popcorn) or offer homemade food.

Staff may offer food-themed programs that involve presentations by certain licensed professionals (i.e. cooking demonstrations), but must consult with the Adult Programming Coordinator in advance to ensure that all potential health department or licensing requirements are considered and met.

ALCOHOL AT PROGRAMS

KCLS does not expressly prohibit the display and consumption of alcohol in its facilities, so long as the alcohol consumption or display constitutes an integral part of the program. KCLS does not sponsor or support programs that are primarily social drinking occasions; the alcohol component should be related to the content or subject of the program.

The Library Director must approve all KCLS programs where alcohol will be displayed or alcoholic beverages consumed. KCLS must work with a properly licensed third party for the provision and serving of the alcohol.



Guidelines for Adult Programming

Date of Origin: 10/07	Owner(s): Director of Public Services - Services Strategy
Date(s) of Revision: 1/09, 10/12, 6/14, 8/15, 4/16	

DEFINITIONS *(if applicable)*

- **Program:** Single session or series of sessions that are presenter or performer based; intended to be a recreational or entertainment-based experience, or convey information
- **Class:** Series of learning opportunities that are instructor-led regarding the same topic; curriculum is sequential in nature where knowledge or skill level of program participants builds over time; often with hands-on learning; typically 2-6 weeks in a series
- **Workshop:** One time learning opportunity that is instructor-led introducing participants to a single topic; may include hands-on learning.
- **Sales:** Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.
- **Solicitation:** The act of requesting money, credit, goods or merchandise for any purposes.

SEE ALSO...

- [Partnership Policy](#) and [Partnership Agreement Form](#)
- [Sponsorship Policy](#) and [Sponsorship Agreement Form](#)
- [Meeting Room Use Policy](#)
- [Catalog of Children's, Teen and Adult Performers](#)
- [Interpretation Equipment Guide](#)
- [ALA's Interpretation of the Library Bill of Rights](#)
- [Adult Programming Survey - Topline Report \(2011\)](#)



<h2>Book Plate Guidelines</h2>	
Date of Origin: 3/14	Owner(s): Executive Director, KCLS Foundation
Date(s) of Revision:	

PURPOSE

The King County Library System (KCLS) Foundation welcomes gifts in honor of a family member or friend whose life has been touched by the library. The following guidelines outline how requests to contribute towards the purchase of KCLS book plates are handled.

GUIDELINES

KCLS book plates will be made available to KCLS Foundation donors who request them and who donate gifts of \$500 or more. A \$25 average will be used to calculate how many items will be plated with each gift (i.e. a gift of \$500 will plate 20 books).

A standardized gift plate template, designed by KCLS’ Graphics Department, will be used that allows donors to:

1. Recognize the honoree (i.e. Gifted to KCLS in honor of Nancy Pearl)
2. Acknowledge the donor (*optional*)

Gift plates with a customized design may be commissioned by the KCLS Foundation and produced by KCLS’ Graphics Department for donations of \$10,000 or greater.

Book plates will be placed in cataloged materials by the staff of the Collection Management Services (CMS) department. CMS will do its best to honor requests for plating items in a specific genre (i.e. adult fiction) or subject areas (i.e. dogs); however, CMS staff cannot plate specific titles.

The KCLS Foundation will inform the donor when the request for plates has been placed with CMS via an acknowledgement letter/receipt for the donation.

KCLS reserves the right to remove plated materials from the collection based on condition or relevancy of the material.

DEFINITIONS (*if applicable*)

- **Book Plate:** A small decorative label affixed to the inside front cover of a book.

SEE ALSO...

- [Friends Financial Support of the Libraries Policy](#)

Book Sale Checklist

Following is a checklist to use in support of a big book sale, but there is also helpful information about ongoing sales.

What	When	Who	Actual Date
<p>Storage in anticipation of sales</p> <p>The KCLS warehouse at Preston has limited space for storing boxes of materials in anticipation of an annual or special sale.</p> <p>By prior arrangement Friends can pack boxes year round, label them (see below) and send them to be stored. The three box labels must clearly display:</p> <p>Friends Group Name in large font Book Sale Optional: Category</p> <p>Many Friends have requested the ability to categorize boxes for storage. Because there are so many groups putting this into use, we've decided to standardize the categories. This will make it much easier for access.</p> <p>The categories to use are: Categories Foreign Language Children Vintage Holiday Fiction</p> <p>Keep track of the total number of boxes sent to Preston.</p>	Year round	<p>Friends pack and keep track of total number of boxes.</p> <p>LSM makes arrangements with .</p>	
<p>Book Sales--Preplanning</p> <p>Set book sale date, this sets all subsequent dates. Include days before for set up and time for take down.</p>	Months ahead	Friends and LSM	
<p>Book meeting room for all days. Tell library staff.</p>		LSM	
<p>Calculate needed number of tables, order tables if needed from Facilities</p>		LSM and Ops Manger	

Request Book Sale banner using Community Relations giveaway form on the Intranet (Be sure to check local city ordinances for use)		LSM	
Put sale in Event Scheduler		LSM	
Decide upon publicity: bookmarks, posters or flyers. Plan 4-6 weeks for promotion before the sale. Submit publicity request to Graphics	6-8 weeks ahead	Friends and LSM	
Create Help Desk Request to arrange for Facilities to hang banner	1 month ahead	LSM	
Approve publicity proofs from Graphics	1 month ahead	Friends and LSM	
Ask to deliver stored boxes from Preston on the planned date for set up. Reconfirm one month before and one week before.	When date is set, reconfirm one month before	LSM	
Post sale on booksalefinder.com	1 month ahead	Friends	
Preplan set up logistics, room arrangement, volunteer coordination, food and drink, any member sales days.			
Send reminder to past customers of upcoming sale, if you took contact info.	Month before	Friends	
Recruit volunteers for heavy lifting, sorting and set up in presale days. Recruit for cashiers, volunteer coordinators, membership checker, restock and take down crew on sales day.	Well before	Friends	
Assign staff persons to formally liaison with Friends during set up, sales day and take down.		Management Team	
Plan meeting room arrangement by subject area. Make map.		Friends	
Create subject signs for sales tables and price lists.		Friends	
Contact Thrift Books or Better World Books for PO number to use in passing on leftover books.		Friends	
Determine other nonprofit for sale leftovers, if not for resale		Friends	
Book sale, set up days before		Friends	
Get packaging tape and box labels ready for leftovers	Days before	Friends	
Have means to take contact info from customers if you use that to send dates of future sales.		Friends	

Have check in–hours–tracking list and IDs for volunteers		Friends	
Have copies of maps of room layout for set up crew		Friends	
Have cash box ready–suggested totals: \$20 change, \$25 ones, \$30 fives, \$30 tens = \$105		Friends	
Reconfirm how member sale will be run, if holding one		Friends	
Confirm dates and times with volunteers.			
Have plan for day of sale bank deposits.			
Room set-up			
Set up room according to preplan, 36" between tables.		Friends	
Unpack boxes and sort books by subject, place back into now empty boxes by subject as tables fill.		Friends	
Place books spine up with full boxes of same subject as bookends		Friends	
Place extra books, spine up in boxes under subject area.		Friends	
Day of sale			
Set up cashiering area/checkout		Friends	
Set up snack, drinks for volunteers in secure area		Friends	
Make sure aisles are clear		Friends	
Coach cashiers and restock volunteers on how to work the floor			
Make periodic bank deposits as needed.			
Open the doors and have a great sale!			
After the sale			
Materials not sold cannot be returned to Preston, pack them up for Thrift Books or your other chosen agency.		Friends	
Box them up with their labels on and set them together at one side of the meeting room. Feel free to recycle books. <ul style="list-style-type: none"> • Every box should have the same label in three places: on both short ends of the boxes and on one side. • All boxes should be securely taped shut. • Use large font lettering on the labels to increase visibility. 			

<p>If sending to Thrift or Better World Books, mark all boxes with labels. The three box labels must clearly display:</p> <ol style="list-style-type: none"> 1. Ship to vendor: Thriftbooks or BWB 2. Thriftbooks or BWB PO# (Contact Thriftbooks to get your PO#) 3. Friends Group Name 			
Take down subject signs and all other signs.		Friends	
Take down tables, separate them.	Friends	Friends	
Use Help Desk to alert Facilities to remove tables, if any, and banner.	In advance	LSM and Ops Manager	
Alert to pick up boxes for Thrift Books.		LSM	
Calculate your success and send report to Friends and staff with a hearty "thank you."		Friends and LSM	

Bylaws

Bylaws serve like a Constitution for the formation of a Friends, Guild or Association. Bylaws describe the mission of the group, members, board arrangement and duties, meeting requirements and legal requirements for bylaw amendment and for dissolution of the group. Here is a sample.

BYLAWS OF [NAME OF FRIENDS ORGANIZATION]

ARTICLE I. NAME

The name of the corporation shall be _____ (the "Corporation").

ARTICLE II. PURPOSE

2.1. Purposes. The Corporation is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Code), including without limitation, maintaining an association of persons interested in books and libraries: to encourage community interest and participation in the _____ Library, a library of the King County Library System (the "Library"); to promote public knowledge of Library services, resources, facilities and needs; to raise funds to enhance and augment the purposes, programs, services and facilities of the Library or other libraries in the King County Library System as appropriate.

ARTICLE III. MEMBERS

3.1. Members; Dues. Membership in the Corporation shall be open to all individuals who support the purposes of the Corporation and to representatives of organizations when such representation is desired. The Board of Directors of the Corporation (the "Board") shall establish by resolution the amount of membership dues.

3.2. Members Entitled to Vote. Each individual member and each organization shall be entitled to one vote.

3.3. Annual Meeting of Members. The annual meeting of the members shall be held on _____ in each year, at _____ a.m./p.m. or at such other time as designated by the Board [choose a date for the annual meeting; often it is a particular day in a month, such as the "third Monday in March"]. The purpose of the meeting is to elect Directors and to transact such other business as may come before the meeting. If the day fixed for the annual meeting falls on a legal holiday in the State of Washington, the meeting will be held on the next business day.

3.4. Special Meetings. Special meetings of members may be called for any purpose by the President or by the Board, and shall be called by the President at the request of not less than ten (10) percent of all the members of the Corporation entitled to vote at the meeting. [This provision can permit meetings to be called by other officers if you wish, by some portion of the Board (such as some number of Directors) or by some other percentage of the membership higher than 10% or some particular number of members.]

3.5. Place of Meeting. The Board may designate any place within the State of Washington as the place of meeting for any annual or special meeting. If no designation is made, or if a special meeting be otherwise called, the place of meeting shall be the Library.

3.6. Notice of Meeting. At the direction of the Board, the secretary (or other designated person), shall display in the Library and in other places as may be selected by the Board, public notices stating the place, date and time of meeting, and in case of special meeting, the purpose or which the meeting is called; and send written notice of the meeting stating the place, date and time of meeting (and purpose, in case of special meeting) to each member eligible to vote. Notices for the annual meeting shall be posted, sent by mail or facsimile transmission or delivered in person no less than ten (10) nor more than sixty (60) days before the date of the meeting. Notices for special meetings shall be posted, sent by mail or facsimile transmission or delivered in person no less than three (3) days before the date of the meeting. Mailed notices are deemed delivered when deposited in the United States mail addressed to the member's address in the Corporation's membership records. [The posting of the notice is not required by law and may be deleted from the bylaws if you wish]

3.7. Quorum. _____ (_____) [choose a particular number or choose a particular percentage of members] members of the Corporation present and entitled to vote shall constitute a quorum at a meeting of members. If there is less than such number present at a meeting, a majority of members present may adjourn the meeting to another time without further notice. At this rescheduled meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

ARTICLE IV. BOARD OF DIRECTORS

4.1. General Powers. The business and affairs of the Corporation shall be managed by its Board of Directors.

4.2. Number, Tenure and Qualifications. There shall be at least five and no more than _____ [choose a number for the largest number of Directors to serve on the Board—greater than 5 and less than 20] Directors of the Corporation, each of whom shall be a member in good standing of the Corporation. Each Director shall hold office for a period of _____ [choose a term length, usually one, two or three years] years and until their successors are elected and qualified. The _____ [give the title of the managing librarian of the Library] of

the Library or his/her designee shall serve as an ex officio Director.

4.3. Annual Meeting and Regular Meetings. The Board shall hold its annual meeting immediately after the annual members' meeting, in the same place, and without further notice. The Board may provide, by resolution, the time and place to hold additional regular meetings, without further notice than such resolution. Regular meetings shall be held no less than _____ times [choose number of times Board will meet each year, usually 6, 8 or 12 times] during the calendar year, as follows: _____ [list months of regular meetings or if monthly put a period after the word "year"].

4.4. Special Meetings. Special meetings of the Board may be called by or at the request of the President or any two Directors [this represents a suggestion of who can call special Board meetings; you can add another officer or officers or increase/decrease the number of Directors]. The person or persons authorized to call special meetings of the Board may fix the place for holding any special meeting of the Board called by them.

4.5. Notice; Waiver. Notice of any special meeting shall be delivered by facsimile or personally or mailed to each Director at his/her address at least _____ days [include the number of days' notice, usually between 3 and 10] before the special meeting. Addressed and postage prepaid notices shall be deemed delivered when deposited in the United States mail. Any Director may waive notice of any meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.6. Quorum. _____ Directors [choose a percentage or a number; usually the number is a majority or 51%; must be greater than 1/3 of the Directors] shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a quorum is present at a meeting, a majority of the Directors present may adjourn the meeting to another time without further notice.

4.7. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

4.8. Meetings by Telephone. Directors may participate in a meeting of the Board by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

4.9. Action without a Meeting. Any action that may be taken by the Board at a meeting may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all of the Directors.

4.10. Vacancies. Any vacancy on the Board may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office. Any position

to be filled by reason of an increase in the number of Directors may be filled by election by the Board for a term of office continuing only until the next election of Directors by the members.

4.11. Compensation. No compensation shall be paid to any member of the Board. By resolution of the Board, each Director may be reimbursed for out of pocket expenses, if any, for sums expended on behalf of the Corporation.

4.12. Presumption of Assent. A Director is presumed to have given his/her assent to actions taken by the Board if he/she is present at the meeting of the Board at which action is being taken on any corporate matter unless (a) his/her dissent shall be entered in the minutes of the meeting or (b) unless he/she shall file a written dissent to such action with the person acting as the secretary of the meeting before the adjournment of the meeting or (c) shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

4.13. Removal. Unexcused absences by a Director from three (3) consecutive regularly scheduled meetings shall be a cause for removal by a majority vote of the Directors present at a Board meeting at which a quorum is present. Directors shall communicate with the President of the Board, or his/her designee, regarding requests for excused absences. The President of the Board shall have final discretion as to whether to approve any request for an excused absence. Directors may also be removed by the Board with or without cause by a vote of two-thirds of Directors in office at a Board meeting at which a quorum is present. [Both of these removal provisions in this section are discretionary; if they are not included in the bylaws, the statutory provision will apply. Under the statute, only members have the power to remove Directors at a membership meeting. The provision on attendance is included because of the importance of Directors attending meetings in order to fulfill their statutory and fiduciary duties to the Corporation.]

ARTICLE V. OFFICERS

5.1. Number. The officers of the Corporation shall be a President, a Vice-President, a Secretary and a Treasurer, each of whom shall be elected by the Board. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board.

5.2. Election and Term of Office. The officers of the Corporation shall be elected annually by the Board at the annual meeting of the Board held after each annual meeting of the members. If the election of officers is not held at such meeting, such election shall be held as soon as conveniently possible. The officers shall take office at the beginning of the fiscal year [or another time can be a commencement date; for example, September or June are sometimes used]. Each officer shall hold office until his/her successor shall have been duly elected and qualified or until his/her death or until he/she shall resign or shall have been removed in the manner provided in 5.3 below.

5.3. Removal. Any officer or agent may be removed by the Board whenever, in its judgment, the best interests of the Corporation will be served by this removal.

5.4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

5.5. President. The President shall be the principal executive officer of the Corporation and, subject to the control of the Board, shall generally supervise and control all of the business and affairs of the Corporation. He/she shall, when present, preside at all meetings of the members and of the Board. He/she may sign, with the Secretary or any other proper officer of the corporation authorized by the Board, any instruments which the Board of Directors has authorized to be executed, except (a) in cases where the signing and execution thereof shall be expressly delegated by the Board or these Bylaws to some other officer or agent of the Corporation, or (b) shall be required by law to be otherwise signed or executed. In general, he/ she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board.

5.6. Vice-President. In the absence of the President or in event of his/her death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as may be assigned by the President or by the Board.

5.7. Secretary. The Secretary shall (a) keep the minutes of the proceedings of the members and of the Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) keep a list of the post office address of each member as furnished to the Secretary by such member; (d) have general charge of the membership list of the Corporation; and (e) in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Board.

5.8. Treasurer. The Treasurer shall (a) have charge and custody of and be responsible for all funds of the Corporation; (b) receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board; (c) render periodic financial reports; and (d) in general perform all of the duties incident to the office of Treasurer and such other duties as may be assigned by the President or by the Board.

ARTICLE VI. COMMITTEES

6.1. Appointment of Committees. The Board, by resolution, may designate and appoint one or more standing or temporary committees, each of which shall consist of two or more Directors and members. Such committees shall have and exercise the authority of the Directors in the management of the corporation, subject to such limitations as may be prescribed by the Board; except that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any Director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize the sale, lease or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business; (f) authorize the voluntary dissolution of the corporation

or revoke proceedings therefor; (g) adopt a plan for the distribution of the assets of the corporation; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her by law.

6.2. Standing Committees. There shall be the following standing committees _____ [list all/any standing committees].

6.3. Quorum; Manner of Acting. A majority of the individuals composing any committee shall constitute a quorum, and the act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee.

6.4. Resignation. Any member of any committee may resign at any time by delivering written notice thereof to the President, the Secretary or the chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6.5. Removal of Committee Member. The Board, by resolution, may remove from office any member of any committee elected or appointed by it.

[Note: Sections can be added here describing each of the standing committees and its charge; e.g. 6.6. Nominating Committee. The Nominating Committee shall prepare and submit, one month prior to the annual meeting, a slate of directors for election at the annual meeting of the members.]

ARTICLE VII. ADMINISTRATIVE PROVISIONS

7.1. Contracts. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

7.2. Signatories. Checks, drafts or other orders for the payment of money shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall be determined by resolution of the Board.

7.3. Deposits. All funds of the Corporation not otherwise employed shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

7.4. Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled

to vote. All books and records (including financial records) of the Corporation may be inspected by any member, or his agent or attorney or the King County Library System, for any proper purpose at any reasonable time.

7.5. Fiscal Year. The fiscal year of the Corporation shall begin on the 1st day of January and end on the 31st day of December in each year.

7.6. Rules of Procedure. The rules of procedure at meetings of the members, Board and committees of the Board shall be rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised.

ARTICLE VIII. DISSOLUTION

In the event of a dissolution of the Corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Library or, if at the time of dissolution, the Library is no longer in existence, then said assets shall be distributed to the King County Library System Foundation.

ARTICLE IX. AMENDMENTS

9.1. By Board of Directors. Except as provided for in Section 8.2, the Board of Directors shall have the power to amend or alter the Bylaws by an affirmative vote of two-thirds of the Board, at any regular or special meeting.

9.2. By Members. Members shall have the power to amend or alter the Bylaws, if the proposed amendment or alteration is approved by the affirmative vote of two-thirds of the members in good standing of the corporation at a special meeting called for the purpose upon not less than fourteen (14) days prior notice. [Note: the power to amend the bylaws may be given to either the Board or the members or both (as here). In addition, the vote required to amend the bylaws may be by a majority or by some super-majority (as here), and may require special notice requirements, if you wish.]

The foregoing Bylaws were adopted by the Board of Directors on (Month, Date, Year).

Secretary _____

Client#: 580530

KCLIBRAR

ACORD_{TM}

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Kibble & Prentice 601 Union Street, Suite 1000 Seattle, WA 98101	CONTACT NAME: PHONE (A/C, No, Ext): 206 441-6300 FAX (A/C, No): 610-362-8530 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A : West American Insurance Company NAIC # 44393	
INSURED Friends of the Library c/o King County Library System 960 Newport Way NW Issaquah, WA 98027	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BLW57745279	05/01/2017	05/01/2018	EACH OCCURRENCE \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
							MED EXP (Any one person) \$15,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
							PRODUCTS - COMP/OP AGG \$2,000,000
A	<input type="checkbox"/> Umbrella Liab <input type="checkbox"/> OCCUR <input type="checkbox"/> Excess Liab <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			BLW57745279 WA Stop Gap Only	05/01/2017	05/01/2018	EACH OCCURRENCE \$
							AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			BLW57745279 WA Stop Gap Only	05/01/2017	05/01/2018	PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$1,000,000
							E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Complete Named Insured:
Friends of the Library
Algona-Pacific Friends of the Library
Friends of the Auburn Library
Bellevue Friends of the Library
(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Provided for the Friends of the Library	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Kristi Kenabich</i>
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DESCRIPTIONS (Continued from Page 1)

Friends of the Black Diamond Library
Friends of the Bothell Library
Boulevard Park Library Guild
Burien Library Guild
Carnation Friends of the Library
Friends of the Covington Library
Friends of the DesMoines Library dba Duvall Civic Club & Friends of the Library
Friends of the Enumclaw Library
Friends of the Fairwood Library
Friends of the Fall City Library
Friends of the Federal Way Libraries
Friends of Foster & Tukwila Libraries
Friends of the Issaquah Library
Kenmore Library Association
Friends of the Kent Regional Library
Friends of the Kingsgate Library
Friends of the Library of Kirkland
Friends of the Lake Forest Park Library
Maple Valley Library Guild
Friends of the Mercer Island Library
Friends of the Muckleshoot Library
Newport Way Library Association
Friends of the North Bend Library
Friends of the Redmond Library
Friends of the Richmond Beach Library
Friends of the Sammamish Library
Friends of the Shoreline Library
Friends of the Skykomish Library
Skyway Library Friends
Friends of the Snoqualmie Library
Friends of the Valley View Library & The Library Connection @ Southcenter
Friends of the Vashon Library
White Center Library Guild
Woodinville Friends of the Library
Friends of the Woodmont Library
Friends of the Renton Public Library
Newcastle Friends of the Library



Friends Use of Library After Hours Application

Event Name _____

Event Description _____

Date _____ Proposed Time _____

Is event: Open to the public Invite only

Signature of Regional Manager _____

Library Director's Signature _____

We acknowledge that:

1. Our event will need to comply with the policy for use of alcohol.
2. Staff will need to be present. Operations will need to be able to absorb the after-hours use of the library staff time.
3. Friends Group will absorb additional costs beyond staff time.

Signature of Friends President _____

Historical List of Friends Award Recipients

Friend of the Year Award

Astha Tada, White Center Library Guild, 2016
Tricia Morehouse Miller, Bellevue Friends of the Library, 2015
Ann VaderGeld, Friends of the Bothell Library, 2014
Jackie Krutz, Friends of the Valley View Library, 2013
Penny Humphrey, Friends of the North Bend Library, 2012
Leslie Stevenson-Johnson, Burien Library Guild, 2011
Karen Edwardsen and Laura Lipton, Friends of the Lake Forest Park Library, 2010
Bob Charles, Friends of the Black Diamond Library, 2009
Dorothy Gilroy, Friends of the Redmond Library, 2008
Ann Fletcher, Issaquah Friends of the Library, 2007
Doris Townsend, Redmond Friends of the Library, 2006
Sandra Brownrigg, Snoqualmie Friends of the Library, 2005
Rae Birch & Gracia McAllister, Bellevue Friends of the Library, 2004
Barbara Spindel, Newport Way Library Association, 2003
Miguel Llanos, Redmond Friends of the Library, 2002
Betty Green, Friends of the Bothell Library, 2001
Mary Hickey, Bellevue Friends of the Library, 2000
Sandy Livingston, Friends of the Sammamish Library, 2000
Yoshiko Saheki, Friends of the Shoreline Library, 1999
Fervid Trimble, Des Moines Friends of the Library, 1998

Lifetime Achievement Award

Nancy Stafford, Friends of the Woodinville Library, 2016
Liz & Pete Gonzales, Friends of the Federal Way Libraries, 2015
Joan Mason, Friends of the Auburn Library, 2014
Connie Olstad, Lake Forest Park Library, 2013
Barbara Lansing, Friends of the Skyway Library, 2012
Ed Heineman, Friends of the Kent Library, 2011
Anna Denton, Burien Library Guild, 2010
Karen Thielke, Friends of the Richmond Beach Library, 2009
Lynne Swoope, Bellevue Friends of the Library, 2008
Kay and Steve Grissom, Friends of the Fairwood Library, 2007
Pat and Bob Sandbo, Bellevue Friends of the Library, 2006
John Thielke, Friends of the Richmond Beach Library, 2005
Janeen Cook, Friends of the Shoreline Library, 2004 (posthumous)
Rita Romig, Bothell Friends of the Library, 2004 (posthumous)
Joe and Eve Phillips, Friends of the Richmond Beach Library, 2003

Tony Cooke, Friends of the Kingsgate Library, 2002
Pat Johnston and Diana Seely, Boulevard Park Library Guild, 2001
Art Spencer, Friends of the Kingsgate Library, 2000 (posthumous)
Leif Bjorseth, Newport Way Library Association, 1999
Ann Steiert, Black Diamond Friends of the Library, 1998

Friends of the Library Hall of Fame

2016

Barbara Bell, Bellevue Friends of the Library
Linda Stanley, Friends of the Black Diamond Library
Kathy Royea, Friends of the Bothell Library
Fay Wang, Friends of the Mercer Island Library
Lori Robinson, Friends of the Mercer Island Library
Dorris Martin, Newport Way Library Association
Shay Shortt, Friends of the Redmond Library

2015

Reona Baker, Friends of the Auburn Library
Janet Royea, Friends of the Bothell Library
Jo-Ann Johnson, Friends of the Covington Library
Janet Jacobson, Friends of the Covington Library
Jane Mattson, Des Moines & Woodmont Library Advisory Board
Carol Kufeldt, Duvall Friends of the Library
Meg Morgan, Friends of the Fairwood Library
Donna Hanft, Friends of the Lake Forest Park Library
Evelyn & Joe Defrisco, Maple Valley Library Guild
Vickey Duckworth, Maple Valley Library Guild
Connie Futrell, Friends of the Newcastle Library
Mary Sletten, Friends of Skyway Library
Lorene Clough, Friends of Renton Libraries
Miriam Effron, Friends of Richmond Beach Library
Enid Havens, White Center Library Guild

2014

Karen Schmeider, Bellevue Friends of the Library
Len Boscarine, Burien Library Guild
Mary Frey, Friends of the Covington Library
Carol Geil, Friends of Lake Forest Park Library
Mandy Wertz, Friends of the Redmond Library
Sigrid Wilson, White Center Library Guild

2013

Marla Blaser, Kenmore Library Association
Sidney Stockinger, Friends of the Kingsgate Library
Jane Kato, Newport Way Library Association
Bill and June McIvor, White Center Library Guild
John Mantle, Burien Library Guild
Jean Marston, Friends of the Redmond Library
Fred Warden, Friends of the Covington Library
Beth Zirbes, Friends of the Covington Library
Luanne Rosenfeld and Dolores Robertson, Bellevue Friends of the Library
Kathleen Malarky, Friends of the Richmond Beach Library

2012

Ina and Richard Balash, Friends of the Covington Library
Rachael Levine, White Center Library Guild
Barbara McPherson, Friends of the Covington Library
Jan Matsumoto, Burien Library Guild
Sherri Stanley, Friends of the Mercer Island Library

2011

Noreen Johnson, Friends of the Covington Library
Bob and Kris Nelson, Friends of the Covington Library
Susan Nyman, Friends of the Vashon Library
Donna Jean McGee, White Center Library Guild

2010

Marcia Seip, Friends of the Woodinville Library
Donna Tonella, Friends of the Covington Library

2009

Mary Ellen Asmundson, Friends of the Shoreline Library
Donna Chavez, Valley View Friends of the Library
Connie Reed, Newport Way Library Association

2008

Suzanne Bergstrom, Friends of Federal Way Libraries
Mary Ann Clymer, Friends of the Shoreline Library
Audrey J. Johnson, Skyway Library Friends
Judy Richardson, Friends of the Fairwood Library
Lori Robinson, Friends of the Mercer Island Library
Bette Round, Friends of the Richmond Beach Library
Lawson Sebris, Friends of the Woodinville Library

2007

Nadine Byers, Friends of the Woodmont Library
Melody Peterson, Friends of the Des Moines Library
Margaret Iverson, Friends of the North Bend Library

2006

Pat Boogaerts, Maple Valley Library Guild
Judy Hutchison, White Center Library Guild
Diane and Cory Olson, Friends of the Black Diamond Library
Deirdra Petree, Vashon Friends of the Library

2005

Doris Burrell, Bellevue Friends of the Library
Gayle Edwards, Friends of the Shoreline Library
Laurie Le Edwards, Friends of the Bothell Library
Clarice Goldsmith, White Center Library Guild
Linda Gould, Friends of the Lake Forest Park Library
Susan Huck, Kenmore Library Association
Marilyn Lomax, Friends of the Des Moines Library
Karen Moore, Newport Way Library Association
Barbara Warden, Friends of the Covington Library

2004

Bob Broznowski, Burien Library Guild
Carlita Dreblow, Kent Friends of the Library
Kay Grissom, Friends of the Fairwood Library
Connie Olstad, Friends of the Lake Forest Park Library
Ann Schulz, Friends of the Richmond Beach Library

2003

Mark Beering, Kenmore Library Association
Diane Crawford, Friends of the Lake Forest Park Library
Marlene Dunham, Friends of the Sammamish Library
Erich and Shirley Gauglitz, Friends of the Shoreline Library
Rosalie Icenhower, Friends of the Bothell Library
Cliff Schulz, Lake Hills Friends of the Library
Patricia Tremain, Bellevue Friends of the Library

2002

Pat & Ralph Bishop, Friends of the Bothell Library
Janet Keller, Friends of the Fall City Library
Shirley Marshall, Friends of the Bellevue Library
Joe & Marilyn Mascis, Friends of the Black Diamond Library

2001

Catherine Brallier, Bellevue Friends of the Library
Dee Carrel, Friends of the Sammamish Library
Elaine Donaldson, Skyway Friends of the Library
Sandra (Sande) L. Edson, Friends of the Kingsgate Library
Debbie Taylor, Friends of the Covington Library
Rosemarie Whitehouse, Burien Library Guild

2000

Juanita Birkner, Friends of the Shoreline Library
Jane Fitch, Friends of the Federal Way Libraries
Janet Gill, Newport Way Library Association
George Hanff, Friends of the Kingsgate Library
Rose Ann King, Kent Friends of the Library
Mildred Oliver, Friends of the Covington Library
Kathleen Sidwell, Friends of the Skyway Library
John Warren, Friends of the Woodinville Library

1999

Jan Stroup, Friends of the Covington Library
Phyllis Swick, Bellevue Friends of the Library
John Wishart, Fall City Friends of the Library

1998

Pam Cofield, Friends of the Library of Kirkland
Wilma 'Peg' Davis, Friends of the Skyway Library (posthumous)
Cathy Ford, Friends of the Redmond Library
Arthur Leon McDonald, Foster Friends of the Library
Vern Madsen, Friends of the Richmond Beach Library
Maxine Misselwitz & Diane Townsend, Mercer Island Friends of the Library
Mary Pritchard, Friends of the Covington Library
Martha Richards, Friends of the Fairwood Library
Elizabeth Scarnhorst, Algona-Pacific Friends of the Library
Maryanne Shurtz, Friends of the Bothell Library
Kay Seaman, Friends of the Kingsgate Library
Lynne Swoope, Bellevue Friends of the Library
Marilyn Vickers, Friends of the Lake Forest Park Library
Jeff Youngstrom & Becky Brooks, Issaquah Friends of the Library
Lori Watts, Fall City Friends of the Library

Special Award

Duvall Civic Club, 2012

Vashon Island Great Books Discussion Group, 2011

Carol Thomas, White Center Library Guild, 2008

Herb Mutschler, Friends and KCLS Foundation, 2001

Mark Loggins, Friends of the Foster Library, 1999

KCLS Friends, Guilds and Associations list

Friends of the Algona-Pacific Library

Friends of the Auburn Library

Bellevue Friends of the Library

Friends of the Black Diamond Library

Friends of the Bothell Library

Burien Library Guild-The Burien Library Guild also provides support for the Boulevard Park and Greenbridge Libraries.

Carnation Friends of the Library

Friends of the Covington Library

Friends of the Des Moines Library

Duvall Friends of the Library

Friends of the Enumclaw Library

Friends of the Fairwood Library

Friends of the Fall City Library

Friends of the Federal Way Libraries

Friends of the Tukwila/Foster Library

Friends of the Issaquah Library

Kenmore Library Association

Friends of the Kent Library

Friends of the Kingsgate Library

Friends of the Library of Kirkland (FOLK)

Friends of the Lake Forest Park Library

Maple Valley Library Guild

Friends of the Mercer Island Library

Friends of the Muckleshoot Library

Friends of the Newcastle Library

Newport Way Library Association

Friends of the North Bend Library

Friends of the Redmond Library

Friends of Renton Libraries

Friends of Richmond Beach Library

Friends of the Sammamish Library

Friends of Shoreline Library

Skykomish Friends of the Library

Friends of Skyway Library

Friends of the Snoqualmie Library

Friends of the Valley View Library & Library Connection

Vashon Friends of the Library

White Center Library Guild, Inc.

Friends of the Woodinville Library

Friends of the Woodmont Library

Version 10/17 Contact: Erin Johnston
Special Projects Coordinator King County Library System
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