Maintaining a Successful Friends Group

KEYS TO MAINTAINING A SUCCESSFUL FRIENDS GROUP:

- Establishing an organized decision-making process
- Effective communication between the Friends board and volunteers
- Developing community partnerships

Decision-Making Process

- Develop good communication among Friends members, volunteers, and library staff.

- Develop a good system for organizing events – analyze how well it worked after each event and adjust it in time for the next.

- Hold regular board meetings where the group can discuss the Friends' initiatives and make decisions as a group on how funds will be spent.

- Hold effective meetings where Friends members can discuss events that they want to undertake and where they can brainstorm ideas and agree by consensus.

Communicating with Volunteers

- Keep track of volunteers – names, emails, phone numbers, types of tasks that they enjoy.

- Be welcoming to everyone and value peoples’ ideas.

- Try to spread the workload as much as possible.

- Make every member feel that their contribution is important to the group’s success.

- Use the library’s website and/or newsletter to thank volunteers and to notify the public about upcoming events.

- New volunteers will want to be involved with a group of people who love books, love the library, and enjoy what they do to support the library.
Community Partnerships

- Understand the demographics of your community and plan events accordingly.
- Identify the library’s role in the community and its relationship with local government.
- Participate in community events.
- Recognize the contributions of other groups within the community and collaborate.
- Keep track of local issues.
- Develop and maintain a good relationship with the media.