

PCBL *news*

Pennsylvania Citizens for Better Libraries

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Upcoming Dates:

September 13, 2023:

PCBL Board Meeting

October 1 - 4, 2023:

PaLA Annual Conference

November 15, 2023:

PCBL Board Meeting

A Message from the Treasurer



The most commonly asked question at PCBL is, "Why do we need to fill out the end-of-the-year *Getting Ready* packet?" That question usually comes after a very frustrating session of balancing the asset and profit & loss pages. I can speak from experience, as I had difficulty getting even PCBL's math to work out on our organization 990 form.

As the treasurer of PCBL, I would like to give you some information we gleaned from your *Getting Ready* packets this year and answer a few questions about why you must fill it out in the first place.

PCBL provides 501c3 non-profit organizational coverage for our current affiliate Friends groups. This coverage is through the IRS's parent/subordinate group plan structure. PCBL is the parent organization, and the Friends groups are the subordinates. Here are some reasons why we need you to fill out the *Getting Ready* packet:

- To keep our 501c3 non-profit organization's decree active, we must provide two 990 forms to the federal government by May 15th of each year. One 990 form is for PCBL ourselves as an independent organization (apart from the affiliates), and the second 990, or as we call it, the group 990, is the total collection of information received from you in the *Getting Ready* packet.

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- Getting those packets in by March 31st is essential to hitting our May 15th deadline on time. As some may remember, our group 990 form can cause many problems with the IRS for affiliates if it is submitted late. I am happy to report that the group 990 form was submitted on time this year!
- Finally, we can get some incredible statistics from the group 990 form. In 2022, our 118 affiliate Friends groups raised a total of \$2,106,684 in funding for their local libraries. That was a 21.2% increase from 2021. Likewise, the assets held for our affiliate Friends group increased by 8.6% to \$3,458,788 from \$3,161,395.

We appreciate all you do for our local libraries, your Friends groups, and Pennsylvania Citizens for Better Libraries. We are happy to answer any of your questions anytime you have them. Feel free to use the contact information in this newsletter to give us a call or send us an email.

-Brandt Ensor, PCBL Treasurer

Board Recruitment

Pennsylvania Citizens for Better Libraries (PCBL), our state's network of library friends working to achieve and maintain dedicated funding for public libraries and free access to library services for all, is seeking volunteers to join its dynamic board of directors.

More information can be found at www.pcblpa.org.

Board members serve for three years and are actively involved in organizational governance. The Board meets at least four times a year, frequently at the Pennsylvania Library Association headquarters in Mechanicsburg, PA.

The board needs various skills and library experience from library staff and friends group members. At least one-third of board members are friends group, affiliate members.

[Click here to apply](#). Questions? Email pcblpa@gmail.com or call 800-870-3858.

Request a Speaker

Both Education and Advocacy are important to PCBL. Request a Board Member to come to visit your group to advise, encourage, support, train, or just plain listen to your needs!

Our Board Members will share experiences to help your Friends group, discuss ideas, or offer advice.

For more information, go to www.pcblpa.org

Below is a sample Memorandum of Understanding between a Friends group and their library. For an online pdf along with other free materials for Friends from *United for Libraries*, go to <https://www.ala.org/united/friends/orgtools>.

Sample Memorandum of Understanding Between Friends and Libraries

The following will constitute an operating agreement between the Friends of the Anytown Public Library (Friends) and the Anytown Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Anytown library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support a Library branch and/or the Library system, and that those funds should supplement and not supplant public funding.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Membership Fees & Application

We'd love to have you join us! To become a member, download the membership application and submit it to the address on the form.

Individual Membership

- Benefactor: \$1,000
- Patron: \$500
- Sponsor: \$125
- Sustaining: \$60
- Personal: \$25

Organizational Membership

- Patron: \$500
- Corporate: \$250
- Sponsor: \$125
- Friends Group: \$50

Affiliate Membership

- 501c3 Affiliate: \$125
- Affiliate membership requires approval from the PCBL Board after a series of paperwork is completed. For more information, click [here](#).



Contact Us:

pcblpa.org

pcblpa@gmail.com

800-870-3858

PCBL BOARD MEMBERS

President: Deborah J. Dorshimer, Friends of the Upper Darby Township Public Libraries

Vice President: Stephanie Thompson, Education Librarian/Assistant Professor, Millersville University & Friends of the Lancaster Public Library

Treasurer: Brandt A. Ensor, Assistant Executive Director, Adams County Library System

Secretary: Marcia Wilson, Friends of the Littlestown Library

Nancy Hallowell, President of the Friends of Upper Darby Public Libraries; retired director, Upper Darby Public Libraries

Denise S. Sticha, Executive Director, Centre County Library and Historical Museum

Susan Tracey, President of the Mt. Lebanon Public Library Friends

PCBL EXECUTIVE SECRETARY

Sue Miller, Independent Contractor, Library Services