

***7th Annual Friends Institute***

***“Welcome Back Friends!”***

Saturday, September 17, 2022

Holiday Inn

604 Station Road

Grantville, PA 17028

AGENDA:

8:30am – 9:15am Registration & Continental Breakfast

9:15am – 9:45am Welcome & Announcements

Annual Meeting & Awards

9:45am – 10:45am General Session – *The Fun in Fundraising!*

Join Chris Crytzer of Crytzer Communication, a Certified Fundraising Professional, as she takes you from “having to” fundraise, to “getting to” fundraise, to “wanting to” fundraise.

10:45am – 11:00am Break

11:00am – 12:00pm Morning Breakout Session: Choose one of 3 options below:

Breakout #1: *Sifting Through All the Fundraising Options: More Ideas to Raise Funds for Your Library!*

Join our general session speaker Chris Crytzer for more ideas on fundraising ideas that are easy to set up and more tips and tricks!

Breakout #2: *Why You Need a Small Games of Chance Permit*

Join Janis Creason, Treasurer of Dauphin County, as she provides brand new updated information from the State of PA on Small Games of Chance, why you need a permit to do them, and how you go about getting that permit!

Breakout #3: *Sales Tax – Do I Really Need to Know This?*

Join Vicky Ann Trimmer, Attorney-at-Law and Certified Public Accountant with the DaleyZucker Law Firm as she describes what sales tax is, when it should be charged, and how that applies to friends group fundraising activities!

12:15pm – 1:30pm Hot Buffet Lunch (includes vegetarian option)

1:30pm – 2:30pm Afternoon Breakout Session: Choose one of the 3 options below:

Breakout #4: *Form 990 – Making It Easier to Understand*

Every year, just as the new year is beginning, PCBL sends all of our friends groups paperwork to fill out for the group 990. The forms we ask you to fill out can be somewhat confusing and frustrating, especially for first time treasurers completing the task. Vicky Ann Trimmer, Attorney-at-Law and Certified Public Accountant will lead this session on what is the 990 form, why we have to do it, and what in the world is it asking for!

Breakout #5: *Why Would You Sell Books Online?*

Brandt Ensor, Assistant Executive Director of the Adams County Library hears this all the time. Why would you sell books online? The answer… because it makes money with little effort thanks to the help of a dedicated group of friends of the library volunteers. Brandt will go through the process they have in place to find books worth listing, how to list them on Amazon.com, and how profitable they have found it has become.

Breakout #6: *You’ve Always Wanted to Ask an Expert*

Do you just have questions burning inside you that you wanted an answer on but weren’t sure who or how to ask? Join four leading experts who have been in the jobs with friends of the library groups and libraries in general you are now charged with. The panel will go over few scenarios PCBL gets asked about all the time. Then we will open it up for a question and answers for the rest of the hour.

The panel:

Denise Sticha, Executive Director, Centre County Library & Historical Museum, Moderator.

Sue Miller, Executive Secretary, Pennsylvania Citizens for Better Libraries

Nancy Hallowell, Retired Director, Upper Darby Township & Sellers Memorial Free Public Library

Deborah Dorshimer, Former President, Friends of the Upper Darby Public Library.

2:30pm Adjournment

Please note: If you are coming in from around the state, PCBL is offering a hotel block at the Holiday Inn for Friday and Saturday nights. To obtain a room in our block for $149 plus tax per night, please call the Holiday Inn at 717-469-0661 and request a room in the **Pennsylvania Library Friends Institute block**. The discounted block rate is available until August 17, 2022 so please book your hotel rooms early if you are planning to stay!