

# **Friends-Of-The-Library Policy**

## **East Bonner County Free Library District**

### **Policy Statement**

It is the policy of the Board of Trustees of the East Bonner County Free Library District to encourage and authorize the formation of Friends-of-the-Library groups that will:

- serve as library advocates,
- raise and provide funding for projects that are not normally within the scope of the library operating budget,
- provide volunteer assistance with library programming, and
- otherwise promote library services.

### **I. Organization**

To ensure that a Friends group is legally and separately constituted, it should formulate and comply with bylaws and acquire tax-exempt status.

### **II. Role Definitions and Relationships**

Friends, trustees, library administration and staff share common interests – the welfare of the library and service to its citizenry. Their roles are different, however.

TRUSTEES are elected officials charged by the State of Idaho statute with governance of the library. They are the decision-making body with responsibility for establishing library policy and defining library services.

The DIRECTOR, or library administration, is responsible for implementing policies and services established by the board and the day-to-day operation of the library. STAFF are responsible for the delivery of library services.

The FRIENDS represent citizen participation in the activities and programs of the library and provide assistance.

Because the Friends are an independent organization of library supporters, authorized by the Board of Trustees, it is inappropriate for trustees or members of their immediate families to serve as officers of a Friends group.

Trustees will provide a liaison to each Friends group and supply Friends with a copy of their meeting minutes. In turn, Friends will provide a liaison and a copy of their meeting minutes to trustees and to the director.

### **III. Activities**

The library director, or his/her designee, should have opportunity to consider and approve projects planned by a Friends group. Therefore, the Friends' liaison shall consult with the appropriate library representative before publicity is distributed or activities are undertaken.

### **IV. Meetings**

Meetings of a Friends group, its officers, or committees, should be held in accordance with the organizations bylaws and adequately publicized.

### **V. Use of Library Resources**

Inasmuch as each Friends group is an independent organization, Friends will provide the labor and other resources to conduct their own activities. Occasional requests to use library resources shall be made to the library director or his/her designee.