



## **FRIENDS OF THE LIBRARY POLICY**

*Prairie-River Library District*

### **INTRODUCTION:**

Prairie River Library District believes that Friends of the Library groups play a vital supplementary and supporting role in enhancing and enriching the Prairie River Library District through diverse activities, materials, and facility improvements. Prairie River Library District acknowledges the importance of Friends Groups and provides this policy to govern and guide Friends of the Library Groups that operate in support of Prairie River Library District Branches. Friends of the Library are non-profit volunteer organizations that bring together involved, caring people who support and promote the services and programs of their community library.

### **PURPOSE OF FRIENDS GROUPS:**

- To maintain a membership of persons and businesses supportive of Prairie River Library District and its branches,
- To support and cooperate with the Library and the District in developing, maintaining, and enhancing facilities, resources, and services for the public;
- To stimulate the use of the Library's facilities, resources, and services;
- To encourage gifts, endowments, and bequests for the benefit of the Library;
- To focus public attention on the Library and;
- To support the freedom to read as expressed in the American Library Association Bill of Rights.
- Friends of the Library must be a registered 501c3 nonprofit organization.

### **ASSOCIATION WITH THE LIBRARY:**

As part of their association with the library, Friends groups are required to follow Prairie River Library District Policies. A Friends group may not pass by-laws or policies that conflict with Prairie River Library District policy. Friends' groups must act in accordance with all Prairie River Library District Policies.

A Friends group should keep the Branch informed of all activities, the branch manager may provide an update of branch happenings at regularly scheduled Friends Group meetings in order to keep Friends informed of upcoming events and new services being offered at their location. Only one registered 501c3 nonprofit Friends of the Library group may be associated with each Prairie River Library District Branch, Friends of the Library Groups may choose to enter into a Memorandum of Understanding with Prairie River Library District to further outline agreed-upon activities and roles. Some grant activities and capital projects may require an MOU between involved parties.

**However**, Friends groups must maintain a certain independence from the library and vice-versa. With this in mind, it is important that certain relationships be maintained. These Roles are as follows:

## **THE BRANCH MANAGER AND ALL OTHER PRAIRIE RIVER LIBRARY DISTRICT EMPLOYEES**

The Branch Manager of each Prairie River Library District will serve as an Ex Officio Member of the Friends of the Library group for the Branch in which they work. The Branch Manager for each branch will serve as the official Liaison between the Prairie River Library District and the Friends of the Library Group.

- May not conduct bank withdrawals or deposits for a Friends group
- May not engage in Friends activities that interfere with their duties as a Prairie River Library District employee.
- May not be a voting member or officer of a Friends group, this does not apply to the ex officio role of the Branch Manager.
- The Branch Manager may initiate expenditures on behalf of the Friends up to an amount agreed upon in the Memorandum of Understanding.

## **A MEMBER OF THE PRAIRIE RIVER LIBRARY DISTRICT BOARD OF TRUSTEES:**

- May become an active member of a Friends group, but:
- May not be the sole signatory on a Friends bank account.
- May not engage in Friends activities that interfere with or contradict their duties as a member of the Board of Trustees

## **THE LIBRARY DIRECTOR WILL:**

- Serve as advisors for Friends Groups and Branch Staff.
- Serve as the Liaison between Friends groups and the Prairie River Library District Board of Trustees
- May attend any Friends Group meetings.
- May not become a voting member of a Friends group
- May not conduct bank transactions for a Friends group
- May not be an officer of a Friends group

## **A FRIENDS GROUP/INDIVIDUAL FRIENDS MEMBERS:**

- Though not required, Friends Groups may choose to sign a memorandum of understanding, when acting as an entity. If a MOU is put in place through mutual agreement of the Friends group and Prairie River Library District it shall be renewed in January of each odd year.
- May not assign tasks to Prairie River Library District Staff
- May not hold Friends group meetings at a time or location where the Branch Manager could not attend due to their duties as a staff member or without prior notice to the Branch Manager
- May not fundraise or hold events without proper notice to the Branch Manager
- May not post flyers without the approval of the Branch Manager

## **LIBRARY SPACE AND ALLOWABLE USES/ACTIVITIES**

Friends of the Library groups may not store Friends group items or materials within Prairie River Library District spaces without the permission of the Branch Manager and/or Prairie River Library District Director. Friends' groups holding ongoing book sales may request a designated and clearly marked space for Booksale items at the discretion of Prairie River Library District Staff. Friends' books are prohibited

from being shelved outside of the designated area. Booksale items are strictly prohibited from being placed on library shelves, which are reserved for cataloged items. Ongoing book sales must be managed and replenished by the Friends Group. Prairie River Library District reserves the right to prioritize library items, materials, programming, and other District needs when considering space requests.

Friends Group members who wish to volunteer to assist with library programs and functions must fulfill the requirements outlined in the Prairie River Library District Volunteer Policy. Volunteer assignments and needs are determined by branch staff, a full description of volunteer functions and descriptions can be found in the Volunteer Policy.

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