



Friends of the Library Policy

Policy Number: 008

Supersedes Policy #008 - 1/1/2020; 3F91008

Approved: 5/26/2021

Authorized by: Board of Trustees

Effective: 6/1/2021 - 5/31/2026

Review Date: 3/31/2026

1) Purpose:

To provide direction for Timberland Regional Library (TRL) employees in their relationship with the Friends of the Library (FOL) groups within TRL.

2) Scope:

This policy applies to all TRL employees.

3) Background:

None.

4) Definitions:

A. Friends of the Library: Not-for-profit organizations whose stated purpose is to sponsor and support programs, services and facilities which enhance public services to the community and to encourage favorable awareness of the use and value of TRL libraries.

5) Procedure:

A. Communications:

1. The use of the title 'Friends of the Library' is solely reserved for entities that actively fundraise for - and publicly support - the goals and objectives of TRL as determined by TRL.
2. All questions regarding FOL support of TRL programs, services, or materials are to be directed to the relevant Library Manager or Deputy Director.

B. Provision of Resources:

1. The Executive Director is authorized to establish procedures to regulate the type and amount of services that TRL may provide to a FOL.
2. TRL will not provide unlimited access to public meeting spaces for use by the FOL. The FOL must reserve meeting room space using the same process as the general public.
3. TRL may, at its sole discretion and subject to review by the Deputy Director, provide a small space in each library for fundraising, including the sale of materials by the FOL.
4. The FOL will not rely on TRL for storage needs. Storage for materials to be sold may be provided at the discretion of TRL management.
5. The FOL will not be permitted to utilize TRL staff or equipment for FOL business, excepting that FOL members may access publicly available equipment during library operating hours, and TRL staff may attend meetings at the request or permission of the FOL.

C. Conflict of Interest:

1. Under no circumstances may a TRL employee hold or exercise authority to sign FOL checks or otherwise manage FOL funds.
2. No TRL employee may serve as a regular member or Board officer of an FOL group.

D. Donations to TRL:

1. Funds gifted to TRL by a FOL group will be governed by the Gift Policy.
2. Designated TRL employees will submit a request for funds for library programs and services at least annually with the FOL at official FOL meetings. These requests will focus on how FOL resources and financial support might help promote the mission of TRL and their branch libraries.
3. Donations such as computers and other devices, furniture, and other items or materials are subject to the approval of the Executive Director or designee, and upon acceptance become property of TRL. Such property not utilized by TRL may be sold to the FOL for that FOL's book sales and not to an individual for personal gain. The proceeds from the FOL book sales are donated to that FOL group's local library in support of TRL's mission and programs. TRL property provided to a FOL are to be used only for support of TRL libraries.

E. Other:

1. Library Managers or their designee may attend FOL Board meetings by invitation of the FOL.
2. TRL employees provide services, such as programs, at the discretion of TRL management. FOL may not dictate or set the direction for services. FOL may submit requests for programs to any TRL manager along with the general public.
3. FOL members are considered volunteers and will follow the existing Volunteer Program Policy.

6) References:

- A. Donation of Materials Policy
- B. Volunteer Program Policy
- C. Gift Policy

7) Citations:

None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

