

## **FRIENDS OF THE LIBRARY POLICY**

Friends of the Library groups are volunteer groups from the service area of the Presque Isle District Library (herein PIDL). Friends groups provide support for and recognition to the library by representing the PIDL to their communities. Friends groups help to complement the role of the PIDL within the community. Friends groups are important to the Presque Isle District Library and every effort should be made by all employees and Board Members to maintain a good relationship with the various Volunteer Friends Groups.

### **The Purpose of a Friends Group is [to]:**

- Promote the resources, programs and budget needs of the PIDL;
- Provide funds for projects or acquisitions in excess of the general [district] library budget;
- Encourage additional funding to the PIDL;
- Advocate [positively] for the library on both local, [regional] and state levels;
- Sponsor [library] community events and activities in cooperation with the PIDL and library staff;
- Volunteer time for special projects and special services in cooperation with PIDL and library staff;

As part of their association with the library, Friends groups are required to follow pertinent library policy. A Friends group may not pass by-laws or policies that conflict with PIDL policy. Therefore, before passing a new policy or by-law, a Friends group is required to submit the proposal for review by the PIDL Board of Trustees.

A Friends group should keep the Board of Trustees and the Library Director informed of all activities prior to scheduling those activities and the library should also keep the Friends informed of upcoming events and new services being offered at their location. [Friends programs and events should adhere to the PIDL “Social Media Policy” and “Marketing Plan.”]

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

### **A paid employee of PIDL:**

- May become an active member of a Friends group, but:
- May not be an officer in a Friends group,
- May not conduct bank transactions for a Friends group,
- May not engage in Friends activities that interfere with their duties as an employee of PIDL,
- May not be a voting member of a Friends group.

- The Director will serve ex-officio member of all Friend's groups and the official liaison for PIDL and the Board of Trustees of PIDL.
- The Director may appoint a representative to attend meetings held by the various Friends groups. That representative will promptly provide a written report of any such meetings to the Director

**A member of the PIDL Board of Trustees:**

- May become an active member of a Friends group, but:
- May not be an officer in a Friends group,
- May not conduct bank transactions for a Friends group,
- 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 each Friends group, but:
- May not become voting members of a Friends group,
- May not conduct bank transactions for a Friends group,
- May not be an officer of a Friends group.

**Revised: February 6, 2013**

**Revised: October 13<sup>th</sup>, 2021**