

POLICY 405
FRIENDS OF THE LIBRARY

The Lisle Library District appreciates supporting organizations that further the mission of the Library. The Lisle Library District respects and appreciates the long standing role and work of the Friends of the Library. The Friends of the Library exists as a worthwhile community endeavor that will benefit the Library and also provide volunteers with an opportunity to use their time, talents, skills and resources. The Friends serves to raise funds for special projects, programs, and materials for the Library consistent with their mission and vision.

The Friend's is an autonomous organization, however all activities, sales, events or programs conducted on Library grounds require authorization from the Library Director.

The following policy points apply:

A: Friends Organization

6. The Friends may set goals and objectives for the organization. Friends of the Library are distinct and separate from the Library staff and Trustees; they cannot set Library policy nor make Administrative decisions.
7. The Library Director will serve as the primary liaison between the LLD and the Friends.
8. Funds raised by the Friends should be maintained in an account separate and distinct from any Library account and should be administered by the Friends of the Library.
9. An annual report with a financial and activity summary should be submitted to the Library Director by the end of August each fiscal year.
10. The Friends is responsible for maintaining accurate records, reports, filing necessary documentation to the Secretary of State, IRS, or other legal requirements; they are responsible for any administrative costs relating to the organization. The Friends will have written statement of purpose, by-laws, and hold regular meetings

B: Friends Activities:

5. Meeting space for the Friends will be provided subject to space availability. The Meeting Room Policy 650 will be followed including written requests and a release of the Library for liability involved in hosting events.
6. All activities, projects, sales, donations, and programs on Library grounds shall be coordinated by the Friends of the Library subject to Library Director approval.
7. The Library Director holds overall responsibility for the Library operations, safety and activities as part of the role of Administration; requests and directives to the Friends should be acted upon in a timely fashion.

8. Offsite activities that involve the Library District name or representation should be decided in a collaborative fashion.
9. Collaboration between the Library and Friends on programs, purchases and events is appreciated and encouraged.

C: Book Sale(s)

1. The purpose of the sale of any item is to make discarded or donated materials available to the public at a reasonable price. The Library Director provides overall authorization on any sales performed in the Library.
2. All Book sales held on Library grounds must be held with the approval of the Library Director, and scheduling requests for sales must be made with 90 days advance notice.
3. Book sales may not impede the operations of the Lisle Library District nor pose a barrier to service of patrons.
4. Ongoing book sales within the Library function with the approval and guidance of the Library Director.

Adopted 4/12/81
Revised 10/12/91
Revised 11/13/02
Revised 2/20/13