



SER 16

## POLICY FOR FRIENDS OF LIBRARY GROUPS

The Board of Trustees of the Antioch Public Library District encourages the organization of community groups whose primary objectives are supportive of programs and services of the library. Such groups shall be known as Antioch Library Friends-

1. The statement of objectives of such groups should reflect the following aims:
  - a. To create public interest in the library;
  - b. To promote knowledge of the functions, resources, services, and needs of the library;
  - c. To foster public support for the necessary development of the library to the end that it may serve adequately the needs of the people of the community.
2. The FRIENDS shall maintain liaison with the Library Director or other designated library representative. A representative of the library will serve ex-officio on the group's executive committee.
3. Membership is available to all residents of the community and users of the library.
4. FRIENDS meetings will be open to the general public and be attended by the representative librarian. They will be held at the library so that the librarians or their designees can conveniently attend in their ex-officio capacities.
5. Fund raising programs by the FRIENDS groups for support of the programs and activities are encouraged and must be jointly approved by the library and the groups.
6. The Library Board will approve official recognition when it is satisfied that the group is organized within the framework of the above objectives and is in compliance with all library policies.
7. The Board of Trustees reserves the right to review its recognition of the FRIENDS group(s) at any time.

**The attached Memorandum of Understanding is the operational agreement between the Board of Trustees and the Antioch Library Friends.**



## Antioch Public Library District

# MEMORANDUM OF UNDERSTANDING

### Memorandum of Understanding Between Friends and Libraries

The following will continue an operating agreement between the Antioch Library Friends and the Antioch Public Library District. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Antioch Public Library District Administration. The friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, the Friends group is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and Sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agree to by both the Friends and the Library.



**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

*For additional information, see United for Libraries Fact Sheet #22, "Guidelines for Giving."*

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**Ann Kakacek**  
President  
Board of Trustees

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**Pat Usterbowski**  
President  
Antioch Library Friends

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Date

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Date



**757 North Main Street • Antioch, IL 60002 • 847-395-0874**