



Friends of the Kent Public Library Policy

The Board of Trustees of the Kent Public Library looks upon Friends of the Kent Public Library as an extremely worthwhile community organization which greatly benefits the Library. The Friends of the Kent Public Library is a volunteer group organized to benefit the Library by raising extra funds, sponsoring programs, cultural events and exhibits, and raising community awareness of the Kent Public Library.

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Kent Public Library, and that the Friends of the Library has its own Board, goals, and purposes. In order to maintain open communication between the Library Board of Trustees and the Friends group a liaison from the Library Board of Trustees to the Friends will be appointed by the Library Board of Trustees President. The Friends Board may recommend Library board members for the liaison position.

The Friends of the Kent Public Library is distinct and separate from the Library and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Kent Public Library.

Because Friends of the Kent Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any action on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities. Library staff, with permission of the Library Director, may perform Friends computer tasks, computer printing, or copying as assigned by the Library Director.

The Friends of the Kent Library are completely covered and listed as “additional insured” on the Library’s Property and Liability Insurance policy.

Operating expenses of the Kent Public Library are provided through allocation of tax monies which are audited by an independent auditor. Friends’ funds and Library funds shall not be co-mingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Kent Public Library becomes the manager or caretaker of any Friends funds, those funds shall be kept as separate “funds” for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Kent Public Library projects and public relations programs on behalf of the Kent Public Library shall be provided to the Library Director and the Library Board of Trustees of the Kent Public Library. The Library Board of Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Kent Public Library.

Approved by the Kent Library board on January 20, 2009

Review Cycle: 2 years

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