

<b>Presque Isle Community Library</b>	
<b>Title:</b>	Friends of the Library (FOL)
<b>Original Adoption Date:</b>	March 18, 2008
<b>Suggested Review Cycle:</b>	Every 5 Years
<b>Revision Date(s):</b>	December 14, 2021

**PURPOSE:** To establish a policy for the formation of and define various roles of the Friends of the Presque Isle Community Library.

**POLICY:** The Board of Trustees of the Presque Isle Community Library looks upon the establishment of the Friends of the Presque Isle Community Library as a worthwhile endeavor to maintain an association of individuals interested in the library.

**GUIDELINES:**

1. A library friends' group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the Library Director, programs and events to benefit the library.
2. The Library Board represents citizen oversight of the library, and the FOL represents citizen participation. The Library Board sets policies and establishes goals for the library. The FOL support the policies and assist the Board in reaching its goals.
3. The Library Board recognizes the vital role the FOL plays in:
  - a. Maintaining an association of individuals interested in the library.
  - b. Focusing public attention on the library.
  - c. Receiving and encouraging gifts, endowments, and bequests to the library.
  - d. Stimulating the use of the library's resources and services.
  - e. Supporting and cooperating with the library in developing services for the community.
4. All fundraising activities shall be subject to FOL Board approval, and the FOL Executive Committee shall keep the Library Board aware of the FOL's activities and the disbursement of its funds.
5. **Small Sale Items:** From time to time, individuals may approach the Library Director with ideas for sale of smaller items, for a defined time period, which will financially benefit the library by donation of the proceeds to the FOL. These items and efforts may be of such a small nature that they do not require the full involvement of the FOL. The Library Director may choose to set up a relation with the vendor for sale of items, at some designated spot(s) in the library but will keep the FOL board informed.
  - a. The decision to set up a small "front desk" fundraising effort, for the FOL, resides entirely with the Library Director. The Presque Isle Community Library, the Library Director, Library staff, and the FOL assume no liability for the products sold by various vendors. If there is an issue, the Library Director will supply the vendor's contact information.
  - b. The library will not be involved with sales relationships which require the library to purchase raw materials.
  - c. The Library Director has the final decision as to the item(s) for sale, item appropriateness, item quality, price, % donation to the FOL, sales location, and sales timeframe. The Library Director

will document the "sales intents" of the fundraising relationship, by filling out the Fundraising / Items Sale Form (**FORM**) attached to this policy, in concert with the vendor.

- d. The vendor is responsible for any sales tax consequences. The Library Director will ensure the vendor has been given copy of the **FORM** and knowledge of the Department of Public Instruction (DPI) website for "Sales Tax Issues for Wisconsin Public Libraries" <https://dpi.wi.gov/pld/legislation-funding/sales-tax>.
  - e. The Library Director will ensure the FOL is aware of the funding / donation arrangement by sending a copy of the Fundraising Items Sale Form to the FOL President and Treasurer.
  - f. The Library Director will maintain a system of financial record keeping, in which all proceeds are reported and transferred to the FOL treasurer on a monthly basis (at a minimum).
  - g. The FOL will report back to the Library Director on funds donated by project, as part of the FOL quarterly financial audit by the Library Board Treasurer.
  - h. All funds raised or donated in accordance with this policy will be used at the discretion of the FOL.
6. The Library Director is expected to maintain communication and attend at least 50% of the FOL meetings
  7. In keeping with sound accounting practices and open disclosure, the FOL treasurer will, at the close of each quarter, forward a copy of the current Financial Statement to the Library Board treasurer for review. A copy of the bank statement for the three existing accounts will also be provided; those accounts include the standard checking account, the debit card checking account, the Passbook Savings Account, and CD's.
  8. The FOL is on file as 501c3 organization in the state of Wisconsin. For further details on the operation of the Friends, see the Bylaws: Friends of the Presque Isle Community Library, Presque Isle Wisconsin 54557.

# Presque Isle Community Library - Fundraising / Items Sale Form

## 1. Vendor - Information

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Individual Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ email: \_\_\_\_\_

## 2. Description of Items Offered for Sale

Item Description	Sales Price	% Donated to FOL*

\* The vendor is responsible for any sales tax consequences on donation of proceeds to the FOL < 100%

## 3. Location and Size of Item Display(s):

4. Timeframe: Start: \_\_\_\_/\_\_\_\_/\_\_\_\_ End: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 5. Discussed DPI website and sales tax issues with vendor

Library Director Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

cc: FOL President & Treasurer