

## **DOWNINGTOWN LIBRARY COMPANY FRIENDS OF THE LIBRARY (FRIENDS) POLICY**

The Board of Trustees acknowledges the need for community involvement in providing quality library services and recognizes that Friends of the Library are highly valued. Friends provide an excellent bridge between the Library and the community and raise funds to benefit the Library.

The Friends function as a sub-committee of the Board's Community Outreach Committee. The Friends sub-committee shall designate a representative to serve on the Community Outreach Committee. The Friends sub-committee is included in the DLC non-profit status as a 501(c)(3) in Pennsylvania and, as such, is subject to IRS tax exemption requirements.

The Board of Trustees recognizes that as a sub-committee, solely dedicated to the support and promotion of the Downingtown Library Company, the Friends may use the Library's name, facilities, and non-profit status for this purpose. Such use shall comply with Library policies and procedures. Fundraising by the Friends is done with the knowledge and coordination of the Community Outreach Committee, Trustees, and the Library Director (or designee).

DLC staff shall not be members of the Friends.

The Library Director, or designee, is the liaison to the Friends. The Friends are kept informed of the Library's plans, progress, and challenges by the liaison.

The Friends shall designate a representative to attend the Library's Board of Trustees' monthly meetings to report Friends' activities to the Trustees and report back to the Friends.

Adopted November 19, 2015  
Revised November 17, 2021  
Revised June 18, 2025