



**ANKENY KIRKENDALL PUBLIC LIBRARY**  
**Ankeny, Iowa**

**The Mission of the Ankeny Kirkendall Public Library**  
**Welcoming all to Learn, Imagine, and Do**

SUBJECT: Friends of the Library

BACKGROUND: The Library supplements its annually-approved operating budget with funds raised by the Friends of the Ankeny Public Library, a 501(c)(3) tax exempt corporation (EIN: 20-2409646).

POLICY:

The Board of Library Trustees of the Ankeny Kirkendall Public Library recognizes the Friends of the Ankeny Public Library as a vital source of support and encouragement for the aims and purposes of the Library and wishes to maintain a close, cooperative and harmonious relationship.

The roles of trustees, the Library Director, and Friends are related but distinct 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 Ankeny Kirkendall Public Library. Trustees represent citizen control and *governance* of the library. The Library Director represents the *administration* and management of the Library. Friends of the Library represent citizen *participation* and assistance to the Library.

Because Friends of the Ankeny Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity or volunteer for Friends activities.

Donated materials or those removed from the Library's collection will be given to Friends via an annual consignment agreement.

Friends' funds and Library funds shall not be commingled 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 Ankeny Kirkendall Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

The Library Director, or a designated representative, and two Library Trustees are to serve as the principal liaisons to the Friends of the Library Board of Directors. It is the responsibility of the Library Director to ensure that no funding request submitted by a Library employee to the

Friends of the Library is in conflict with the Board of Trustee's policy or management decisions.

Cooperative projects for the benefit of the library are encouraged. Such cooperative projects should be reviewed or nominated by the Library Director in consultation with the Friends Board of Directors, and/or authorized representatives, for their appropriateness in meeting current need and practicality. The Director ensures that all projects conform to the policies and philosophies of the Board of Trustees.

Library staff shall provide the Friends with a detailed request annually for funds to supplement the Library's operating budget. The request may also include funds needed to purchase capital assets. The Friends will consider the request for funds but has sole discretion in providing funds to the Ankeny Kirkendall Public Library.

Library staff shall provide the Friends with a detailed report annually describing the use of monetary donations made by the Friends over the previous year.

Approved:  
April 20, 2023