

**Standing Rules**  
**Friends of the Lacey Timberland Library**  
As revised January 01, 2024

1. Annual Dues: Individuals.....\$10.00 per calendar year  
Families.....\$20.00 per calendar year  
Seniors/Students..... \$5.00 per calendar year  
Lifetime Individual.....\$100.00  
Lifetime Family (two adults).....\$150.00
  
2. Meetings: **Meetings of the Board of Directors shall be held on the second Wednesday of the months of January, March, May, July, September, and November, in the meeting room at the library, at a time to be determined in advance.**
  
3. Book Storage: Storage boxes should not be stacked higher than 5 to a stack.  
  
Storage materials must be kept 18” from the ceiling for fire safety  
  
The maintenance hatch in the ceiling of the storage room must remain accessible.
  
4. Discard Book Donations:  
The Board of Directors will approve all donations of discarded books and materials to community organizations.  
  
The board will determine if there are sufficient discarded books and materials available to meet existing commitments before expanding commitments.  
  
Active volunteers who are requesting a donation on behalf of a Community organization shall comply with the following requirements.  
  
Prospective materials are available only after Book Sorts and Book Sales and then only after it has been determined they have been discarded.  
  
The Board will be responsible to determine if requests for specific Genres will be honored.  
  
The one requesting the donation is fully responsible for removing the discarded items on the same day. Storage is not allowed in the library.

The one requesting the donation is fully responsible for transporting all materials and for all coordination required with the community organization.

5. Volunteer Ethics: Volunteering for personal gain is contrary to the spirit of our organization. All sorting and book handling is for the benefit of the library and the community we serve.

Volunteers who help with presorting the donated books and set up for the book sale may purchase or borrow only four books on the day they volunteer.

Individuals seeking court ordered community service shall be directed to the library staff to determine eligibility for service. By a

Counting and depositing funds from the sale of books and materials shall be done with two volunteers present to preserve accounting integrity.

6. Amendments: The standing rules may be amended, rescinded, or suspended temporarily or indefinitely by a two-thirds vote of the members attending a regular meeting.