2026 REVISED

STANDING RULES AND PROCEDURES OF

FRIENDS OF THE LIBRARY OF LOS ALTOS AND COMMUNITY, INC.

Standing Rules of the Friends of the Library of Los Altos and Community, Inc. ("Friends") are established to provide ongoing operating direction subordinate to, and not in conflict with, the Bylaws. They become effective immediately upon approval by a majority of Members at any General, Special or Annual Meeting of the Members with a quorum present or by two-thirds of the Board of Directors, subject to the power of the Members to further amend or repeal.

1. Volunteers, including book dealers, who set up or work at a book sale are allowed to purchase or set aside for purchase, up to 25 books after the end of their shifts. No one, including book dealers, may engage in scanning books or other materials until after the book sale begins.

2. Committee Chairs and Coordinators will be appointed annually or as necessary by the President or Board of Directors. No amendment to this Standing Rule shall be necessary to add or discontinue a committee. The Standing Committees active as of September 2026 are:

Daily Operations
Holds regular meetings with the chairs of the following committees to promote coordination and resolve issues: **Community Sales, Internet Sales, Ongoing Sales, Volunteers, Book Donations, Corner Supplies and Equipment, Pricers/Scanners,** and **Sheds**. Oversees the distribution and location of keys.

Communications
Drafts and publishes announcements and advertisements. Maintains a list of entities to whom notice of events are sent.

Community Sales
Responsible for all aspects of community book sales, coordinating with other committees as appropriate.

Internet Sales
Responsible for all aspects of sales through the internet.

Investment
Provides philosophy for investment of funds not immediately required and monitors investments quarterly.

Membership
Retains a Donor and a Membership register in at least two locations, including in a secure electronic location, which can be downloaded into paper form as required. Sends letters of appreciation to donors.

Ongoing Sales

Responsible for all aspects of the ongoing book sales, including the ongoing sale shelves and book cart in the main library and the ongoing sales shelves in the Woodland branch library.

Volunteers
Responsible for coordinating volunteers; keeping track of new volunteers who earn SuperFriend aprons; and ordering SuperFriend aprons for Members who have earned them.

Volunteers - Community Sales
Responsible for recruiting and coordinating volunteers both before and during the Book Sales.

Book Donations Responsible for all aspects of receiving, moving and storing books in preparation for community book sales.

Corner Supplies and Equipment
Orders supplies and maintains equipment used in the Friend's space.

Donation/LGL System
Maintains the membership and volunteer database.

Pricers/Scanners
Responsible for placement, training and scheduling of pricers and scanners.

Sheds
Responsible for shed organization and supplies.

Website
Maintains and upgrades all websites established by the Friends.

The Chair of any committee shall be knowledgeable of the status of the work of their subcommittee(s). The Chair of a committee may elect to serve as the Chair of one or more of the subcommittees of that committee.

3. In addition to the duties specified by the Bylaws, the **President**, or the President's designee, shall:

(a) Attend Library Commission meetings, and report back to the Board of Directors and the Membership matters that affect the Friends;

(b) Attend North County Library Authority meetings, and report back to the Board of Directors and the Membership matters that affect the Friends.

4. In addition to the duties specified in the Bylaws, the **Vice President** shall
(a) Assist the President in such capacities as the President reasonably requests.

5. In addition to the duties specified in the Bylaws, the **Treasurer** shall

(a) Prepare quarterly and annual financial statements. Post the Annual Report on the Friends' website and make all reports available to the Membership upon request;

(b) Pick up the mail from the post office and the main library as often as necessary;

(c) Procure and maintain adequate general liability insurance and director and officer insurance, but not less than the amount specified in California Corporations Code or its successor provision, to protect uncompensated officers and directors of the Friends;

(d) Meet with the Community Librarian annually to determine the library's needs for the coming year for purposes of preparing a proposed budget for the coming year, and periodically to review that budget;

(e) Meet with the Investment Committee and the President to review any proposed budget or amendment to any previously adopted budget before submitting any such budget or amendment to the Board of Directors or Membership;

(f) Provide a copy of any proposed budget or budget amendment to the Board of Directors at least 5 days prior to any meeting at which the budget or budget amendment is to be presented for approval;

(g) Pay all unobjectionable invoices promptly upon receipt.

6. In addition to the duties specified in the Bylaws, the **Secretary** shall

(a) Include in the minutes, as a minimum, the information specified in the Bylaws plus all motions approved by the Board of Directors or the Members;

(b) Record and provide a copy of the minutes of any Board meeting to the Board of Directors within 15 days of the meeting, and provide a copy of the minutes of any Membership meeting to the Members who attended that meeting within 15 days of the Membership meeting;

(c) When Board or Membership minutes have been approved by the appropriate group, post the final, approved minutes in an electronic location and place a hard copy of the minutes in the minutes book kept at the main place of business.

7. Committees may make no policy decisions or financial commitments beyond the amounts as set forth in the Bylaws, specified by the budget, or properly approved by the Board of Directors or by the Membership.

8. Any checks or drafts for, or commitments to spend, more than $5,000 require two authorized signatures. Checks or drafts drawn for the purpose of transferring funds between Friends' accounts shall not be subject to this limitation. Authorized signatories are two Directors, one of which should be the Treasurer, whose signatures are on file with the bank.

9. Purchases exceeding limits set in the Bylaws Article VIII Section 4 must be pre-approved by the Board of Directors. Purchases under this limit must be pre-approved by the Chair of the

Committee responsible for the purchase. Requests for reimbursement without pre-approval may be denied.

10. All forms, templates and documents used or referenced by the Friends for conducting its purposes shall be maintained in a secure electronic location, which can be downloaded into paper form as required.

11. Membership information maintained by the Membership Committee shall be treated as confidential, used only for the purposes of the Friends and shall not be disclosed without approval of the Board of Directors.

12. A Member who has been entrusted with a key shall not make a copy of the key or lend or transfer the key, without the consent of the Donations Chair. When no longer needed, the key shall be returned to the Donations Chair.

13. Whenever a Standing Rule is amended or repealed, or a new Standing Rule is adopted, the amendment, fact of repeal, or new Standing Rule shall be maintained with the original Standing Rules in the appropriate place and on the website together with the date of the amendment, repeal or addition.