



# Carbon County Library System

## Friends of the Library Policy

The Library Board of Directors encourages the formation and continued support of Friends of the Library groups in CCLS Communities.

### **Purpose**

Friends of the Library groups are nonprofit organizations made up of interested persons for some of all of the following reasons:

- To raise funds for special projects outside of the general library budget which complement the Library's goals and objectives.
- To stimulate interest in the Library and promote the use of the Library's resources
- To sponsor cultural and related programs that are of interest to the community
- To provide hands-on or in-kind service to the library
- To encourage gifts, endowments and memorials to benefit the Library
- To be an advocate for the Library's services
- To be an informed, active citizen lobby to advocate for the Library with public and elected officials, including local officials, County Commissioners, State and U.S legislators

### **Recognition**

In order to be officially recognized as a Friends of the Library organization, it is essential that an active group have written bylaws which designate:

- A name for the organization
- Its purpose or reason for being in a form similar to a "mission statement"
- Membership qualifications and classifications, such as "active member" or "inactive but financially supportive member"
- Dues classifications, if any

- Selection of a minimum number of officers, their terms and duties (President, Vice-President, Secretary, Treasurer)
- Record keeping and financial policies including where deposits and how deposits are made, a fiscal year which matches that of the Carbon County Library System, and provision for yearly financial statements to be sent to the Library Board of Directors and Executive Director at the end of the fiscal year.
- A Provision for meetings (quorum and rules of order) and activities
- Procedures for amendments to the Bylaws
- A clause stipulating that upon dissolution of the Friends Group the remaining monies fall to the local library branch.

### **Relationships**

Friends of the Library support policies of the CCLS which are adopted by the Library Board of Directors and spend all funds raised on behalf of the Library System, local library branch.

An open invitation to attend any or all Library Board meetings exists to promote communication between Friends, Library Board of Directors, and Executive Director.

### **Friends and Library Director**

Each Friends of the Library group, local Branch Manager, and the Executive Director, need to clearly understand their respective roles in order to work together toward common goals. Through cooperation with each other, they coordinate their planning for projects, programs, membership drives, and publicity in order to prevent duplication of effort.

### **Friends and Library Board**

The powers and duties of the Library Board are established by law, and consequently, cannot be given to any Friends Group. These basic duties include the employment of a competent and qualified Executive Director, the formulation of policy, the development of planning, and the generation of adequate funding for the Library's facilities, programs and services. In addition, they must monitor the operation budget and protect the assets of the Library. By informally discussing actions taken by the Library Board of Directors with friends and neighbors in their communities, the Friends groups promote and support the work of the Library Board.

### **Friends and Library Foundation**

Friends groups recognize and support the Library's Foundation goals and projects, which generally have a greater scope than the individual projects of the Friends groups.

The Library Board of Directors endorses the fund-raising role of both, the Friends Groups and the Library Foundation, and encourages consultation with the Board, Branch Manager, or

Library Director concerning the need for possible future projects. Fund-raising can either be a joint venture or be a project that solely involves the Friends groups.

### **Board Liaisons**

There may be appointed liaisons by the Board. The Foundation and Friends groups, in carrying out its programs and policies effectively, may maintain a strong and active interaction and communication with the CCLS Board of Directors. The Library Board may appoint liaisons to help facilitate interaction and communication and to assist in operations, direction, or decision making of the Foundation and Friends Groups. Board liaisons are non-voting members that bear the responsibility of making sure that the bylaws are being followed while representing the Board's (not individual) opinions/decisions/etc.

A liaison shall receive all notices sent to members of the organization, and shall be permitted to attend all meetings of the organization. A liaison may be removed by the Board of Directors at any time.

Income to the Carbon County Library Foundation and Friends Groups, as well as expenditures needed for their operations, shall not at any time be county taxes or other public monies budgeted for the Carbon County Library System General Fund. Income must at all times be kept separate from such taxes and monies.

It is not the intention of the Library Board or this policy to control the activities of the Foundation, or the Friends of the Library groups in Carbon County, but for all involved to be better informed about the roles and activities of themselves and the others.

When funds are raised under the name of the Carbon County Library System or one of its branches, the public expects certain reassurances that the activities performed will be in accordance with the library's mission, goals and objectives; and that monies will be spent in a responsible way for materials or services that are truly needed or wanted. By working together, the Library Board of Directors, Executive Director, Branch Manager, Foundation and Friends Groups will fulfill this promise.