

POLICY MANUAL

Fallon County Library Baker MT

Friends of the Library Policy

1. Friends of the Library is attached to but organized separately from the governance of the Library itself. It operates under by-laws of its own which clearly define its purpose.
2. Friends of the Library maintains separate financial records and supplies its own funds for the group's operations and projects.
3. The Friends group determines what to raise funds for in consultation with the Library Director and with approval of the Board. This close coordination applies to all activities and programs undertaken by the Friends group.
4. The Friends may be asked by the Board to undertake certain tasks and projects which they may decide to accept or not.
5. The Friends group should ask that a liaison be appointed to represent the Library Board, and this person might serve ex-officio on the Friends' Board. There should be a liaison from the Friends to the Library board as well, and both of these representatives should be expected to attend meetings and report back to their own bodies.
6. Friends should expect to check public relations plans with the Library Director and the Board of Trustees to be certain that they are supporting official positions of the Library and collaborating with the on-going public relations functions of the library staff and the Trustees. The media, for example, can become confused or "overkilled" with uncoordinated information from several library "sources."
7. Friends may expect cooperation from the library staff along lines developed during the planning of a project.

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