



- ◆ The Friends groups shall have articles of incorporation and bylaws which should be in accordance with the policies of the Regional Library Board of Trustees. The articles of incorporation and bylaws must be submitted to the local Library's Board of Trustees and the Regional Library Board for approval.
- ◆ Friends groups may opt to benefit a particular member library or the entire Regional Library System.
- ◆ Friends groups must have and maintain a 501(c)(3) tax-exempt status.

Meetings:

- ◆ Membership in a Friends group is open to the public.
- ◆ Meetings of Friends groups should be held at least quarterly and those meetings shall be open to the public.
- ◆ The Library Manager and Library Director shall be invited to all meetings.
- ◆ Friends will elect a treasurer who shall present a financial report at each meeting.
- ◆ Election of officers shall be held a minimum of every three years.

Fundraising:

- ◆ All Friends of the Library projects should be undertaken with full knowledge and written pre-approval of the library manager, library director, the local library's board of trustees, and the regional library board.
- ◆ Funds raised by a Friends group should not be a substitute for adequate local funding. Operating expenses of the local library are provided through allocation of public funds. Friends funds cannot be integrated into this budget, except through gifts for specific purposes.



- ◆ Funds raised by a Friends group should be maintained in an account separate and distinct from the library's operating accounts.
- ◆ Funds raised by a Friends group in the name of the public library should be used to support programs and materials for the public library. Funds used for other items should be approved by the Friends, and the local Library's Board of Trustees. Employees shall not be given monetary gifts to avoid any conflict of interest or any perceived attempt at cultivating favoritism.
- ◆ Gifts made to the library by a Friends group should conform to library policy, and may not be used to dictate policy. Library administration has the final say in accepting or declining any and all gifts made to the library.
- ◆ In accordance with O.C.G.A. § 48-8-3 (71), Friends groups shall have a Letter of Authorization from the Georgia Department of Revenue for the sale of any items.
- ◆ Any public relations work undertaken by Friends should be done only on approval from the Library Manager and Library Director.

Library Responsibility:

- ◆ The library manager or their designee will be assigned to each Friends of the Library group within the region.
- ◆ The library will share with the Friends group any long-term planning to ensure that the Friends are aware of the goals and direction of the library.
- ◆ The library will share any strategic initiatives with the Friends group to discuss how resources and support from the group might help forward these initiatives.
- ◆ If needed, the library will provide meeting space for the Friends group and will provide space within the public area of the library to promote the Friends.

Adopted February 16, 2012