

ADAMS COUNTY PUBLIC LIBRARY

SECTION 4.600 – LIBRARY SUPPORT GROUPS (revised 5/10/00; revised 04/11/07)

The Board of Trustees of the Adams County Public Library looks upon the establishment of library support groups such as Friends of the Library, or other groups organized solely for the benefit of the public libraries in the county, as a worthwhile community endeavor.

The library board of trustees commends and applauds the efforts of such groups to improve and expand library services to the citizens of Adams County. All funds raised in the name of the Adams County Public Library must be used to benefit the buildings, services, or programs of one or more of the public libraries in the system.

A support group should keep the library board of trustees informed about its meetings, officers, plans, and purposes through the executive director

All library support group projects shall be undertaken only with the full knowledge and approval of the executive director and the library board of trustees. Before considering the funding of any project, a support group shall consult with the director regarding the library's current needs for financial support. The director will be able to supply a list of needs and projects from which the support group can make appropriate choices.

If a support group wishes to consider a project not on the director's list, the general concept of that project must first have the preliminary approval of the library board. If the board grants the preliminary approval, the director shall then coordinate the development of a full proposal to be presented to the library board for its consideration.

If an individual library is to be the site of a support group project, the respective Public Service Team Leader must approve coordination and scheduling of that activity.

A library support group is separate and distinct from the board of trustees and, therefore, cannot assume the rights, responsibilities or duties of the library trustees. Nevertheless, support groups should always strive to support the policies of the library board of trustees and to represent the library point of view to the community, legislators, and the media.

Since support group members are volunteers, distinct and separate from library personnel, they cannot assume the duties and responsibilities of library staff members. Further, while on duty, library staff members may act only in advisory capacities for support group activities.

Public relations work by support groups on behalf of the libraries must be coordinated through the executive director who may share ideas, offer suggestions, and do preliminary work on news releases for the support groups.

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Operating expenses of the public libraries are provided through allocation of public funds that are governed by regulations established by the State Auditor. Support group funds and public library funds cannot be intermingled except when support groups present gifts to the library for specific purposes. However, the library cannot provide funds for activities of the support groups.

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The library board of trustees and the executive director encourage support groups to work jointly and cooperatively on activities or projects that will improve and strengthen each group individually and benefit the Adams County Public Library system as a whole.

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