

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

FRIENDS OF THE COLUMBIA COUNTY RURAL LIBRARY DISTRICT BOARD POLICY

A. Non-Profit Corporation: The *Friends of the Columbia County Rural Library District* is a Washington State non-profit corporation, which promotes, encourages, and enhances the work of the Columbia County Rural Library District. As a non-profit corporation, the *Friends of the Columbia County Rural Library District* works to assure that all laws and regulations (RCW 24.03) related to a non-profit corporation are met, that the IRS tax-exempt status (501c3) is maintained and that funds are properly managed, reported and distributed.

B. Complementary Roles of Board, Director and Friends: The Board of Trustees of the Columbia County Rural Library District recognizes the separate but cooperative relationship between the *Friends of the Columbia County Rural Library District*, the *Trustees*, and the *Library Director*. The board encourages the Friends to support the Mission, Goals, and Objectives as well as the Vision of the Columbia County Rural Library District.

1. The Board of Trustees represents citizen governance of the Columbia County Rural Library District.
 - a. Trustees are encouraged to attend Friends meetings or special events, or serve as a liaison with the Friends group.
 - b. Trustees may not serve as officers in the Friends group, in order to avoid the appearance of a conflict of interest.
2. The Library Director represents administration and management of the library.
 - a. Director is encouraged to attend Friends meetings or special events.
 - b. Director may not serve as officers in the Friends group, in order to avoid the appearance of a conflict of interest.
3. The Friends of the Columbia County Rural Library District represents citizen participation within the library.
 - a. The Friends are encouraged to attend board meetings, be aware of plans and activities, and be members of advisory committees.
 - b. It is important that all Friends recognize their auxiliary role and avoid interfering with the functions of trustees or jobs of the Library Director and/or Staff.
4. These complementary roles are further described in the Washington State Library Trustee's Manual, section 21 – URL
<http://www.secstate.wa.gov/library/libraries/libDev/downloads/trustee/21-community-support.pdf>,

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which shall provide further clarification if needed in the areas of planning, policy, budget, funds, public relations, education, personnel, responsibility, meetings, and perpetuating the relationships.

- C. Fundraising:** Fundraising by the Friends is accomplished with the knowledge of the Board of Trustees and the Library Director.
1. Funds should always be used as a supplement or enhancement of the library budget, never as a substitute for operational funding of basic services.
 2. The *Friends of the Columbia County Rural Library District* sell donated books and no-longer needed library materials. A contract agreement with the Friends provides guidelines for funds acquired through the sale of donated books and no-longer used library materials and is included in this policy manual as a procedural document.

HISTORY

Adopted January 8, 2009