**Friends of the Library Policy**

* The Hopkins District Library views the ‘Friends of the Library’ as an extremely worthwhile not for profit organization whose aim is to benefit the Hopkins District Library.
* The Library Board acknowledges that the Friends of the Library is an organization separate and apart from the Hopkins District Library, and that the Friends of the Library has its own Board and its own goals and purposes. In order to maintain open communication between the Library Board and the Friends group a liaison (the Library Director or other staff member) will attend both Library Board and Friends of the Library meetings.
* The Friends of the Library is distinct and separate from the Hopkins District Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Hopkins District Library. Library trustees or staff acting within their capacities are exempted.
* Because Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any act on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities.
* Operating expenses of the Hopkins District Library are provided through allocation of tax monies which are audited by an independent auditor. Friends’ funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be subject to the Gift/Donation/Memorial Acceptance Policy below (although donations for specific items will be honored unless deemed unnecessary by the Library Board). In the event the Hopkins District Library becomes the custodian of any Friends funds, those funds shall be kept as separate “funds” for audit and bookkeeping purposes.
	+ Complete advance information regarding all Friends of the Library projects and public relations programs on behalf of the Hopkins Public Library will be provided to the Library Director and the Library Board of the Hopkins District Library. The Library Board acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Hopkins District Library.