

# Model Friends' Cooperative Network

|                               | <b>Library Director</b>   | <b>Trustees</b>   | <b>Friends</b>  |
|-------------------------------|---|---|---|
| <b>General Administrative</b> | Administer daily operations of the library including personnel, collection development, fiscal, physical plant, and programmatic functions. Act as technical advisor to the board and ensure staff representation at all Friends' board meetings. | Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.  | Support quality library service in the community through fund-raising, volunteerism, and serving as advocates for the library's program.                                  |
| <b>Policy</b>                 | Apprise board of need for new policies as well as policy revisions; implement the policies of the library as adopted by the board; keep Friends apprised of all library policies.   | Identify and adopt written policies to govern the operations and program of the library including personnel, general operating, and collection development policies.  | Support the policies of the library as adopted by the library board; adopt a constitution and bylaws for the Friends.   |
| <b>Planning</b>               | Coordinate and implement long-range planning process with board, Friends, staff, and community. Long-range plan coordination will include preparation of appropriate status reports.  | Ensure the library has a long-range planning process with implementation and evaluation components. Process should include input from Friends, community, and staff. Support the librarian, staff, and Friends in carrying out the library's program. | Provide input into the library's long-range planning process and remain knowledgeable as to the status of the plan.   |
| <b>Marketing</b>              | Coordinate and implement an ongoing marketing program.  | Ensure that the library has an active marketing program.  | Promote the library program to the public.  |
| <b>Fiscal</b>                 | Prepare an annual budget for the library in consultation with the board and Friends; present current report of expenditures against budget at each board meeting; make the Friends aware of the special financial needs of the library.           | Secure adequate funds to carry out the library's program; assist in the preparation and presentation of the annual budget.  | Conduct fund-raising that complements the library's mission and provides funding for special library projects.  |
| <b>Legislative</b>            | Educate board and Friends regarding current local, state, and federal library laws and pending library legislation.   | Be familiar with local, state, and federal library laws as well as pending library legislation.   | Serve as advocates for local, state, and national library issues; represent the library program to legislators.   |
| <b>Meetings</b>               | Provide written reports at and participate in all board and Friends meetings; ensure that there is a staff liaison to the Friends.  | Attend and participate in all board meetings and see that accurate records are kept on file at the library; comply with Freedom of Information regulations; appoint a liaison to the Friends' board to attend their meetings.                         | Maintain a liaison to the board of trustees to attend all their meetings. Executive board members should attend and participate in all Friends' executive board meetings. |
| <b>Networking</b>             | Affiliate with the state and national professional organizations and attend professional meetings and workshops.  | Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.   | Affiliate with state and national Friends' organizations and attend their meetings and workshops.   |

Adapted from Model State Friends' Cooperative Framework developed by Connecticut State Library, Association of Connecticut Library Boards, and Friends of Connecticut Libraries, included in ***Friends of Libraries Sourcebook***, third edition, by Sandy Dolnick (ALA, 1996)