



**The City of Kawartha Lakes  
Public Library**

Policy Number: LIB2016-33

<b>Policy Name:</b> <b>LIBRARY FRIENDS POLICY</b>
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Developed By:	Linda Kent, Chief Librarian & CEO	Date:	7 July 2011
Revised By:	David Harvie, Chief Librarian & CEO	Adoption Date:	7 July 2011
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**POLICY STATEMENT AND RATIONALE:**

The purpose of this policy is to define the organization, key objectives and operations of Friends Groups.

**SCOPE:**

This policy shall apply to all Friends Groups within the City of Kawartha Lakes Public Library.

**DEFINITIONS:**

In reading and interpreting this policy, the following definitions shall apply;

“City” means the Corporation of the City of Kawartha Lakes.

“Friends” means a volunteer group of individuals with a common interest in helping and supporting library goals and activities.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

“Staff” means a staff person who works for the City of Kawartha Lakes Public Library

“Volunteer” means an individual who performs tasks for the Library without wages, benefits or expectation of compensation, of any kind. They do not replace paid staff, but enhance and extend library services, and are not considered employees of the Library.

**POLICY, PROCEDURE AND IMPLEMENTATION:**

**1.0 General Guidelines**

1.1 Friends Groups shall be non-profit and non-policy making volunteer groups that support the goals and activities of the Library.

## **2.0 Responsibilities**

2.1 The CEO is responsible for ensuring that Friends Groups operation within Board policy and library procedures and practices.

## **3.0 Objectives**

3.1 Friends Groups shall:

- i) Increase, through promotion and public relations, the community's understanding of the benefits of the Library;
- ii) Foster an awareness and understanding of the importance of the Library's role in the community;
- iii) Provide opportunities for volunteers to participate in activities that promote the Library's mission;
- iv) Engage in local fundraising to enable the Library's pursuit of its objectives.

## **4.0 Governance**

4.1 All Friends Groups shall have a constitution and by-laws that creates a formal structure with an elected executive and meetings with recorded minutes. Any changes to the constitution must be approved by the Library Board.

## **5.0 Reports to the Board**

5.1 Friends Groups shall submit an annual written report, including a financial statement to the Board.

5.2 The Friends will provide the CEO or his/her designate with copies of all Friends official meeting minutes.

## **6.0 Friends / Library Liaison**

6.1 Friends Groups shall appoint the CEO or his/her designate as an ex-officio member of the Friends Executive Committee.

6.2 Official communications with the Library branch staff shall be through the CEO or his/her designate.

6.3 Library staff may be members of Friends groups but may not sit on the Friends executive committee.

## **7.0 Friends Activities**

7.1 To ensure compliance with any legislative regulations, Library policies and procedures and to avoid potential conflict with other Library or City operations, all activities must be approved by the CEO or his/her designate.

7.2 Any donation from a Friends group to the Library must be received by the Board.

## **8.0 Support**

- 8.1 It is the Board's intention that the Friends shall be self-supporting, requiring minimal support from Library staff.
- 8.2 Friends may use library facilities for their meetings and activities hours free of charge. Friends will ensure that their activities do not disrupt normal branch operations. Activities outside of normal branch hours of operation must be approved by the CEO or his/her designate.

## **9.0 Establishment of Friends Groups**

- 9.1 The creation of a new Friends Groups shall require approval of the Library Board.

## **10.0 Dissolution of Friends Groups**

- 10.1 Should a Friends group disband, all funds in their possession will revert to the Library Board following the discharge of any Friends debts.