



**The City of Kawartha Lakes  
Public Library**

Policy Number: LIB2022-11

<b>Policy Name:</b> <b>LIBRARY FRIENDS</b>
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Resolution #:	LIB2022-11	Date:	7 July 2011
Review Cycle:	Once per term	Adoption Date:	7 July 2011
		Effective:	6 October 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

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“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 Responsibility**

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

## **2.0 General Guidelines**

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

## **3.0 Objectives**

- 3.1 Friends Groups shall:
- Increase, through promotion and public relations, the community's understanding of the benefits of the Library;
  - Foster an awareness and understanding of the importance of the Library's role in the community;
  - Provide opportunities for volunteers to participate in activities that promote the Library's mission;
  - 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 Library 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.

## **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.~~ All monetary donations from a Friends group to the Library shall be received and deposited to that specific branch's donations account.