

Chatham-Kent Public Library

Friends of the Library Policy

Purpose

To define the role and responsibilities of the Friends of the Library (FOL) within the Chatham-Kent Public Library (CKPL).

Background

The Chatham-Kent Public Library board encourages the establishment of FOL groups for all branches. The board recognizes that FOL groups can be welcome advocates for their Libraries. Currently there are five CKPL Friends of the Library groups. They are:

Friends of the Chatham Library
Friends of the Chatham-Kent Public Library
Friends of the Dresden Library
Friends of the Eriean Deposit
Friends of the Ridgetown Library

The FOL groups are a non-profit organization of volunteers whose goals are to assist and support the goals of the Library, to establish closer ties between the Library and its community, to promote knowledge of, and interest in the functions and resources of the Library and to assist in raising funds for special needs beyond the abilities of the Library budget to provide.

Friends of the Library Policy

To create a group:

- Interested parties must submit a written proposal to the Library Board.
- Formation and dissolution of a Friends of the Library group requires a motion of the Library Board.
- All FOL groups are required to create and regularly review a constitution and terms of reference that details membership, executive make up and responsibilities, purpose, and goals. The constitution and terms of reference require final approval by the Library Board upon recommendation by the Director, Library Services.
- FOL groups may opt to benefit a particular branch or the entire public library system.
- FOL groups may provide volunteer assistance, in accordance with the Board's Volunteer Policy.

- The goals and objectives of Friends organizations shall not conflict with those of the Chatham-Kent Public Library Board, as established under the *Public Libraries Act, R.S.O. 1990*.
- FOL groups will abide by all Board policies.
- FOL groups recognize management's and the Board's right to govern and deliver library service.
- A representative from the Board will be appointed to each FOL group.
- A staff representative will be assigned to each FOL group.

Fundraising:

- FOL fundraising projects shall be undertaken with the full and prior knowledge and approval of the Branch Librarian, the applicable Coordinators and the Director, Library Services and follow the Donations and Sponsorship Agreements Policy.
- Projects or special items for purchase are normally drawn from an annual CKPL "Wish List" that is identified by staff, reviewed by the Coordinators and the Director, Library Services, and approved by the Board.
- Items not on the Wish list will be considered on an individual basis by the Director, Library Services on behalf of the Library Board.

Ongoing Responsibilities:

- Minutes shall be forwarded for inclusion in the Library Board's monthly information package.
- Financial reports shall be forwarded for inclusion in the Library Board's monthly information package.
- FOL groups shall meet annually with the Board to outline their goals and proposed projects for the coming year as well as discuss the previous year's activities. A yearly financial report shall be presented at this meeting.
- The executive of each FOL will ensure that all necessary reports and statements are prepared and filed in a timely fashion.

Library's Responsibilities:

- A copy of the monthly Library Board agenda and package will be delivered to the chair of each FOL in advance of each Board meeting.
- Meeting space for FOL meetings and special events will be provided subject to space availability.
- Access to a photocopier for duplicating minutes, correspondence and official documents will be provided.
- Staff time and administrative support will be provided as deemed appropriate by the Director, Library Services.

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