

# **Chatham-Kent Public Library**

## **Friends of the Library Groups Policy**

### **Purpose**

The purpose of Friends of the Library (FOL) groups is to support the library within the community.

### **Definition**

FOL groups are a community-based, non-profit organization of volunteers whose purpose is to:

- Assist, support and further the goals of the Library as set by the Library Board
- Establish closer ties between the Library and its community
- Promote knowledge of, and interest in the services and resources of the Library
- Assist in raising funds for special needs beyond the abilities of the Library budget to provide
- Encourage gifts, endowments and bequests to the library

Successful and effective FOL groups work closely with the Board and staff. FOL groups believe in the library's mission and vision and are concerned with advancing the library, its plans and priorities.

### **Policy Statement**

#### General Principles

- The CKPL Board encourages the establishment of FOL groups for all branches. The Board recognizes that FOL groups are welcome advocates for their local libraries.
- FOL groups may only be established or dissolved with the approval of the Chatham-Kent Public Library Board.
- Should an FOL group disband, all funds in their possession will revert to the CKPL Board following the discharge of any outstanding FOL group debts.

#### Ongoing Responsibilities

- FOL groups are expected to develop and periodically review their terms of reference, purpose and goals.
- FOL groups must meet at least once a year.
- FOL groups must have at least four active members, including a Chair and a Treasurer that are not library staff members.
- One Library Board member and the CEO/Chief Librarian or designate will sit on the Executive Committee of the FOL as non-voting members.

- An FOL group, through the Board representative, will report to the Library Board on a regular basis.
- An annual report shall be forwarded to the Board shortly after each year end. It should include a list of the executive of the FOL as well as a financial statement.

### Fundraising

- Special fundraising projects of the FOL will follow the Donations, Sponsorships and Third Party Fundraising Policy.
- Publicity and promotion for FOL group activities will be in accordance with CKPL standard guidelines.

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Background Documents: Donations, Sponsorship and Third Party Fundraising Policy, Volunteer Policy

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).