

Chatham-Kent Public Library

Friends of the Library Policy

Purpose

The purpose of Friends of the Library (Friends) groups is to support the library within the community. A Friends group is an independent non-profit organization that works collaboratively with the Library Board.

Scope

Friends groups are community-based organizations of volunteers whose primary role is to:

- Support and promote the goals and priorities of the library as set by the Library Board
- Help establish closer ties between the library and its community
- Fundraise for special projects and library needs beyond the scope of the library budget;
- Encourage gifts, endowments and bequests to the library

General Principles

- The Library Board welcomes the establishment of Friends groups for CKPL as a whole or for specific branches. The Library Board recognizes that Friends groups are welcome advocates for their local libraries.
- Friends groups may only be established or dissolved with the approval of the Library Board.
- Should a Friends group disband, all funds in their possession will revert to the Library Board following the discharge of any outstanding Friends group debts.

Friends Group Responsibilities

- Friends groups must have at least four active members, including a Chair and a Treasurer that are not library staff members.
- Friends groups should set goals, priorities, and timelines for the coming year based on the resources of the group and library needs and opportunities
- Friends groups should develop and periodically review their terms of reference, purpose and goals.
- Friends groups must meet at least twice a year. Meeting notices, agenda and minutes should be forwarded to the CEO/Chief Librarian or designate.

- Friends groups, through the Board representative, will report to the Library Board on a regular basis.
- An annual report shall be forwarded and/or presented to the Board shortly after each year end. It should include a list of the executive of the Friends group as well as a financial statement.
- Friends groups must open and maintain their own bank account. Statements from this bank account must be submitted with the financial statement in the annual report.
- Friends groups may establish membership dues and determine the timelines for their collection. Funds raised through membership dues may be used to support the operational and administrative needs of the Friends group.

Library Responsibilities

- The library may provide meeting space for Friends meetings and special events, subject to space availability and by approval of the CEO/Chief Librarian or designate.
- The CEO/Chief Librarian or designate acts as the liaison for the Friends. They attend Friends meetings and provide updates about library needs and priorities and act as a non-voting member.
- One Library Board member and the CEO/Chief Librarian or designate will sit on the Executive Committee of the FOL as non-voting members.
- Library employees shall not belong to a Friends group or executive and only attend in an informational capacity, as approved by the CEO/Chief Librarian or designate.
- Library employees shall not collect or keep money on behalf of the Friends group or act as Treasurer.

Fundraising

- All fundraising initiatives are undertaken with the prior knowledge of the CEO/Chief Librarian or designate and the Library Board.
- All funds raised and all items purchased with these funds are the property of the Library.
- All fundraising projects will follow CKPL's gift acceptance, naming rights and sponsorship policies.
- Publicity and promotion for any fundraising activities will be in accordance with CKPL guidelines and promotional policies.

Disbanding

- If the Friends group becomes inactive and ceases to have the minimum number of members, lacks the required executive, or fails to submit the required reports at the end of the year, then the Friends group should be disbanded once the failure to meet the minimum requirements has exceeded one year.
- If the Friends group cannot fulfill the policy requirements and/or the decision to disband is reached by the group, then the group may disband.
- To disband, the Friends group shall send a 'Letter of Intent' to the Library Board, submit financial documents for the previous year, and transfer assets to the Library.
- The Library Board has the right to require the Friends group to disband at any time should they be found in contravention of the policies and procedures of the library.

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Background Documents: Public Libraries Act, R.S.O. 1990, Chap. P 44; Gift Acceptance Policy; Naming Rights & Sponsorships Policy; Volunteer Policy; Trillium Public Library Policy OP-18

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.