

## **Chatham-Kent Public Library Friends of the Library Procedure**

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### **Purpose/Objective:**

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

### **Formation of Friends of the Library:**

1. In order to form an FOL group a written proposal needs to be submitted to the Library Board by the interested parties.
2. All FOL groups are required to create and regularly review a terms of reference that details membership, executive make up and responsibilities, purpose and goals.
  - a. All amendments and changes to the terms of reference and bylaws require final approval by the Library Board upon recommendation by the Chief Librarian
3. A representative from the Library Board will be appointed to each FOL group.
4. A staff representative will be assigned to each FOL group.

### **Role of the Friends of the Library**

FOL groups:

1. Support and further the objectives of the Chatham-Kent Public Library Board through their activities and projects
2. Promote and publicize library services in the community,
3. Provide volunteer assistance, in accordance with the *Volunteer Policy*,
4. Recruit members, and
5. Assist in raising funds for special projects beyond the scope of the Library budget.

### **Fundraising:**

1. FOL fundraising projects shall be undertaken with the full and prior knowledge and approval of the Chief Librarian and follow the *Donations, Sponsorships and Third Party Agreements Policy*.
2. 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 Chief Librarian and approved by the Library Board.
3. Items not on the Wish list will be considered on an individual basis by the Chief Librarian on behalf of the Library Board.

### **Ongoing Responsibilities:**

1. Minutes are to be forwarded for inclusion in the Library Board's monthly information package.
2. Financial reports are to be forwarded for inclusion in the Library Board's monthly information package.

3. FOL groups shall meet annually with the Library 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.
4. The executive of each FOL will ensure that all necessary reports and statements are prepared and filed in a timely fashion.

**Library Board Responsibility**

1. The Library Board is responsible for library policy, planning, and goal setting.
2. Formation and dissolution of an FOL group requires a motion of the Library Board.
3. To meet annually with each FOL group to encourage communication, collaboration and a shared vision for library service and goals.

**Library's Responsibilities:**

1. 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.
2. Meeting space for FOL meetings and special events will be provided subject to space availability.
3. Access to printing for minutes, correspondence and official documents will be provided.
4. Staff time and administrative support will be provided as deemed appropriate by the Chief Librarian.

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