

HR 113 Friends of the Library

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Working with the Branch Manager in liaison with the CEO and the Library Board, the Friends fundraise and promote the library in the community. All projects undertaken by the Friends are approved by the CEO. The Library Mission Statement is also the ideal for the Friends.

“Regardless of the activities which Friends groups undertake, their unique contribution is community support. Friends are able to act as champions, so to speak, providing invaluable assistance in achieving the overall vision of excellent library service. When a separate organization is seen to exist solely for the support and benefit of the library, the public relations potential for the library is enormous, and the citizen support speaks volumes to the entire community and municipal council.” Trustee Tips January 1999

Policy:

1. All members possess a valid library card.
2. A Friend cannot sit on the executive of both the Library Board and the Friends.
3. The Friends shall have a formal structure with an elected executive and meetings with recorded minutes.
4. The CEO of the Library shall attend any or all meetings. The Branch Manager may ask or consider it necessary for the CEO or a Library Board member to attend a Friends meeting. If an initiative is under consideration, a written communication to the CEO or Library Board outlining the project would be appropriate.
5. All initiatives must be approved by the CEO.

6. Copies of Minutes are provided to the Secretary-Treasurer of the Library Board.
7. Annual financial statements are to be provided to the Secretary-Treasurer of the Library Board to be included in the Library's Annual Report.
8. Friends meetings or initiatives are not to disrupt normal working hours of the branch. Exceptions must be approved by the CEO prior to the disruption.
9. Library Board members can also be a Friends member, and the converse.
10. The Library shall issue a charitable receipt on behalf of the Friends at the time that the money or gift is presented to the Library Board.
11. The Health and Safety Policy of the Library prohibits use of anyone who is not a qualified contractor with proof of insurance to work on any of its facilities, therefore all renovations or repairs to Library buildings must be undertaken by the Library Board through Council.
12. Working with the Library Board to promote the Library and the name of the Library for the purposes of promotion and fundraising.