



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Volunteers #2

POLICY REPLACING: Friends of the Library, December 2001

SUBJECT: Friends of the Bracebridge Public Library

BOARD APPROVAL DATE: September 8, 2015

PAGE: 1 OF 2

RATIONALE

This policy is intended to define the roles and responsibilities of the Friends of the Bracebridge Public Library.

DEFINITIONS

Volunteer: The term "volunteer" refers to a person who performs services for the library without compensation or expectation of compensation (beyond reimbursement for CEO pre-approved specified expenses) and, who performs a task at the direction of, and on behalf of, the library. Volunteers shall be utilized by the library to augment or expand library services. Volunteers are not employees of the Library Board and shall not be used to replace paid employees.

The Friends of the Bracebridge Public Library, herein after called "Friends", is one of the (four) 4 recognized categories of volunteer positions in the Bracebridge Public Library:

Friends of the Library: This is a formally organized, organization comprised of volunteers, with its own executive committee, constitution and bank account. Friends generally work toward enhancing the facility and services of the Library through fundraising activities and participation in library and community events.

POLICY STATEMENT

The Friends may only be established and exist with the approval of the Bracebridge Public Library Board.

The Library CEO/Chief Librarian and at least one member of the Library Board will sit on the Executive Committee as non-voting members of the Friends. The Board representative will report on the Friends activities at monthly Board meetings.

The Board acknowledges the importance of the Friends. The goals and objectives of the Friends shall not conflict with the Public Libraries Act, R.S.O. 1990, those of the Bracebridge Public Library Board's Purpose, Principles and Strategic Plan. The Friends will abide by all Board policies. No member of the Friends may speak on behalf of the Library Board or Library CEO, nor will they use the Library's logo.

The Friends will recognize the Board's right to govern and the management's responsibility to deliver library service.

The role of the Friends is to:

- a. Assist and support the goals of the Library
- b. Establish closer ties between the Library and its community
- c. Promote knowledge of, and interest in the functions and resources of the Library and;
- d. Assist in raising funds for special projects beyond the scope of the Library budget.



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Management of Funds

The Friends' fundraising projects shall be taken on with the prior knowledge of the Library CEO/Chief Librarian or his/her designate.

The Friends must secure the approval of the Library CEO/Chief Librarian or his/her designate prior to conducting fundraising projects at the Library. Fundraising activities must be staffed by Friends of the Library volunteers.

All items purchased with funds raised by the Friends, are the property of the Bracebridge Public Library.

The Library CEO/Chief Librarian and the Friends' Executive will work collaboratively to purchase goods and services which benefit the Library. It should be noted that funds raised by the Friends does not replace the Library's core funding.

Disbanding

If the Friends cannot fulfill the policy requirements and/or the decision to disband is reached by the group, then the group may disband. Should this occur, all funds raised by them must be transferred to the Bracebridge Public Library; the Library Board will decide on the disposition of the funds.

In order to disband, the Friends need to send a *Letter of Intent* to the Library CEO/Chief Librarian, submit financial documents for the previous year, transfer assets to the Bracebridge Public Library and show proof to the Library that the Friends' account is no longer active.

The Bracebridge Public Library Board has the right to require the Friends to disband at any time should they be found in contravention of the policies and procedures of the Bracebridge Public Library.

Library Responsibilities

Meeting space for Friends' meetings and special events will be provided subject to space availability.

Staff time and administrative support will be provided as deemed appropriate by the Library CEO/Chief Librarian or delegated staff member.

RELATED DOCUMENTATION:

Volunteers #1 – Volunteer policy

Donations #1 – Monetary or In-kind Policy

PREVIOUS REVISIONS: None

ADAPTED FROM:

Huron County Library System, Stormont, Dundas & Glengarry County Library