

## **FRIENDS OF THE LIBRARY POLICY**

**Policy level:** Library Board

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The Stormont, Dundas & Glengarry (SD&G) County Library Board encourages the establishment of 'Friends of the Library' groups within the United Counties.

### **Definition:**

A Friends of the SD&G County Library group (also known as a "Friends group") is a formally organized, independent, organization with its own executive committee, constitution and bank account(s). Friends of the SD&G County Library groups provide support to enhance the facilities and/or services of library branches within the SD&G County Library system, and/or advocate for and promote public library service and literacy in the United Counties of Stormont, Dundas and Glengarry.

The Association of Friends of the Stormont, Dundas and Glengarry County Library, made up of individual autonomous Friends groups, facilitates communication among member Friends groups and reports on Friends activities at monthly Library Board meetings. (Membership is optional).

In order to work together toward common goals, all parties must clearly understand their respective roles and maintain good communications. To that end, the following guidelines are provided:

### **General Information:**

The Library recognizes the existence of these independent organizations which share the goals of the Library to enhance and promote library service and literacy in the United Counties of Stormont, Dundas and Glengarry.

Friends of the SD&G County Library groups are not in any way a governing body of the Library's operations.

Funds raised by Friends groups (or any other Library support group) are not a substitute for

adequate local governance funding.

The Communications & Marketing Librarian or delegate is the liaison for ongoing communications between Friends groups and the Library.

In the interest of two-way communication, the Library Board's approved minutes will be posted on the SD&G County Library website and the Friends' groups will forward copies of their own minutes, once approved, to the Library's Administration office.

The Library Board will meet annually with the Association of Friends of the SD&G County Library to recognize their accomplishments, to foster communication and to discuss issues of mutual concern. The annual report of the SD&G County Library will recognize the contributions of the Friends groups.

### **Establishing a Friends Group:**

Ongoing communications between a Friends of the Library group and the SD&G County Library is vital to a successful partnership between a Friends group and the Library. Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SD&G County Library Board. The Communications & Marketing Librarian is available to provide information, support, and liaison between Library administration and the (prospective) Friends group.

### **Volunteering:**

The SD&G County Library welcomes volunteer assistance from our Friends, outside of their activities as "Friends of the Library". As per the Library's Volunteer Policy, a volunteer is someone who performs tasks for the Stormont, Dundas & Glengarry County Library without wages, benefits or expectation of compensation, beyond reimbursement of mileage, of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the Library. Please refer to the Library's Volunteer Policy for a list of recommended volunteer activities.

### **Advocacy:**

Friends of the SD&G County Library groups advocate for public library service and literacy in the United Counties of Stormont, Dundas and Glengarry. Friends groups may advocate in collaboration with the strategic goals of the Library. When engaged in advocacy activities, Friends groups will expend their own funds.

The Communications & Marketing Librarian or delegate will assist by bringing advocacy strategies to the attention of the Friends groups.

## **Donations:**

As per the SD&G County Library's Donations, Sponsorship and Fundraising Policy, the Library welcomes and encourages donations from Friends of the SD&G County Library groups for the purpose of enhancing Library services. "Donation" means a gift or contribution of money, goods or services given to the Library voluntarily toward an event, project or program as a philanthropic act. Contributions of skills or time through volunteer services do not qualify as donations, as they are not recognized as such in the Canadian Income Tax Act. The Library accepts monetary and collection material donations, and will consider other types of donations upon application to the Director of Library Services. Monetary donations may be designated for specific collections, equipment, furniture or Library programs. Please refer to the Donations, Sponsorship, and Fundraising Policy for further details on how the Library handles donations.

## **Sponsorships:**

Friends of the SD&G County Library groups may engage in sponsorship initiatives with the Library, as per the Library's Donations, Sponsorships and Fundraising Policy.

- a. Sponsorship agreements valued at \$1,000.00 or less will be approved by the Director of Library Services.
- b. Sponsorship agreements valued over \$1,000.00 will be presented to the Library Board for approval.
- c. The sponsor will have no influence on the policies and practices of the Library.

## **Fundraising:**

The SD&G County Library and the Friends of the SD&G County Library groups will work collaboratively together to ensure an integrated approach to revenue generation and to maximize potential funding for the Library.

The Library will also work closely with the Friends of the SD&G County Library groups to determine appropriate fundraising goals and priorities for the enhancement of the Library and its services. The Communications & Marketing Librarian or delegate will bring funding needs to the attention of the Friends of the SD&G County Library groups.

1. Friends of the SD&G County Library groups raise funds primarily through group memberships, book sales, and special events. Funds raised by the Friends of the SD&G County Library groups are intended for enhancement of library programs and services, and for select capital needs of the Library. Allocation of funds is under the sole authority of the Friends of the SD&G County Library group that has raised them; however, the Communications & Marketing Librarian or delegate may provide advice on allocation priorities and may refuse offers deemed inappropriate for the Library.
2. Friends of the SD&G County Library groups may use the name, brand and/or image of the SD&G County Library in the community to raise money on behalf of the Library.

3. A fundraising 'campaign' denotes a campaign for a large or system-wide project beyond general enhancement of Library services and programs (e.g. raising funds for a new facility, or a project that raises funds for a system-wide program). As per the Library's Donations, Sponsorships and Fundraising Policy, all fundraising campaigns should always be undertaken after thorough discussion in order to ensure that they are in keeping with the Library's mission and the current SD&G County Library Strategic Plan.
  - a. All fundraising campaigns with goals under \$1000.00 will be approved by the Director of Library Services.
  - b. All fundraising campaigns with goals over \$1000.00 will be presented to the Library Board for approval.
  - c. A written agreement will be signed by all parties involved in the fundraising campaign, including the Library Board, municipalities and/or other partners.
4. The Friends of the SD&G County Library groups will have first call on all the Library's discarded and donated books designated for re-sale by Library staff.