



Friends of the Library Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: 2008-06

Policy Type: Operational

Effective Date: October 24, 2024
Date of Last Revision: May 9, 2019
First Approved: December 2, 2008

Purpose

The Stormont, Dundas and Glengarry County Library (SDG Library) Board encourages the establishment of 'Friends of the Library' groups within the United Counties of Stormont, Dundas and Glengarry (Counties). The purpose of this policy is to define the roles and responsibilities of Friends of the Library groups within the SDG Library system.

Definitions

"Friends of the SDG Library group (Friends group)" is a formally established, independent, organization with its own executive committee, constitution and bank account(s). They are made up of volunteers with a common interest in supporting library goals and activities.

"Friends activities" may include advocacy, events, fundraising, donations, and/or sponsorship.

"Fundraising" means collecting financial support for SDG Library programs, services, operations or facilities through organized activities.

"Donation" means a gift or contribution of money, goods or services given to the SDG Library voluntarily toward an event, project or program as a philanthropic act.

"Sponsorship" means the support of a SDG Library event, project or program in return for recognition of the support.

Policy

1. Role of Friends Groups

- 1.1. The SDG Library recognizes the existence of these independent organizations which share the goals of the SDG Library. Friends groups shall:
 - a) Assist, support and further the goals of the SDG Library;
 - b) Advocate and promote library services and literacy in their communities;
 - c) Establish closer ties between the SDG Library and its community;
 - d) Raise funds.
- 1.2. Friends groups will abide by all SDG Library Policies.



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- 1.3. Friends groups will recognize the Board's right to govern and management's responsibility to deliver library services and programs.
- 1.4. While the Board acknowledges the importance of volunteer services provided by Friends groups, the goals and objectives of the Friends groups shall not conflict with those of the SDG Library Board, as established under the Public Library Act.

2. Library Responsibilities

- 2.1. SDG Library recognizes that ongoing communications between a Friends group and the SDG Library is vital to a successful partnership that helps to support library goals and activities.
- 2.2. The Community Librarian, or designate, will be the main liaison for ongoing communications between Friends groups and the SDG Library. Branch staff and district supervisors will refer all Friends groups inquiries and correspondence to the Community Librarian.
- 2.3. The Community Librarian, or designate, will bring advocacy, funding and sponsorship needs to the attention of the Friends groups.
- 2.4. The Library Board will strive to meet annually with Friends groups to recognize their accomplishments, foster communication, and discuss issues of mutual concern.

3. Friends Group Responsibilities

- 3.1. A copy of the Friends groups' constitution shall be forwarded to the Community Librarian, or designate.
- 3.2. Upon each new term of the SDG Library Board, a Memorandum of Understanding (MOU) shall be signed between the SDG Library Board Chair, Director of Library Services, and the Friends group.
- 3.3. Meeting notices, agendas and minutes shall be forwarded to the Community Librarian, or designate.
- 3.4. All Friends groups activities, including advocacy, events, fundraising, donation and sponsorship activities, must be discussed and reviewed with the Community Librarian, or designate, and approved by the Director of Library Services.
- 3.5. Any and all advocacy activities carried out by the Friends groups are to be aligned with the strategic goals of the SDG Library. When engaged in advocacy activities, Friends groups will expend their own funds.



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- 3.6. With approval from the Community Librarian, or designate, Friends groups may use the name, brand and/or image of the SDG Library in their fundraising and advocacy activities. Usage of the SDG Library logo shall be in accordance with the Style Toolkit Guide (2018).
- 3.7. Friends groups may request the opportunity to delegate at monthly Board meetings; bringing updates, information and questions to members of the Library Board. Requests to delegate at board meetings must be arranged via the Community Librarian.
- 3.8. The SDG Library welcomes volunteer assistance from individual members of Friends groups. These individuals must follow the guidelines provided in the SDG Library's Volunteer Policy, including providing a Criminal Reference Check (CRC).

4. Fundraising, Donations & Sponsorships

- 4.1. The SDG Library welcomes and encourages fundraising and donations from Friends groups for the purpose of enhancing library programs, services, operations, and facilities. All fundraising, donations and sponsorship activities by Friends of the Library groups must follow the terms set out in the Library's Donations, Sponsorship and Fundraising Policy.
- 4.2. All donations, sponsorship, and fundraising campaigns should be undertaken after thorough discussion with the Community Librarian, Director of Library Services, and Library Board. All donations, sponsorships, and fundraising campaigns are to align with the SDG Library's Strategic Plan.

5. Establishing a Friends Group

- 5.1. Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SDG Library Board.
- 5.2. The Community Librarian is available to provide information, support, and liaison between Library administration and the prospective Friends group.

6. Dissolution of Friends Groups

- 6.1. If a Friends group cannot fulfill the requirements set forth in this Policy and/or the decision to disband is reached by the Friends group, then they may choose to disband.
- 6.2. Should a Friends group disband, all funds raised in the name of the SDG Library, will revert to the SDG Library Board, after debts are paid.
- 6.3. Should a Friends group decide to disband, a letter informing the SDG Library Board and SDG Library administration must be sent to:



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SDG Library
Attn: Community Librarian
26 Pitt Street, Suite 106
Cornwall, ON K6J 3P2

- 6.4. Should a Friends group be in violation of any Policies and Procedures set forth by the SDG Library Board, they may no longer be recognized as a Friends of the SDG Library group.

Memorandum of Understanding
(Hereinafter referred to as the “MOU”)

Between

The Stormont, Dundas and Glengarry County Library
(Hereinafter referred to as the “SDG Library”)

And

The Friends of the _____
(Hereinafter referred to as “the Friends”)

Hereinafter referred to jointly as “the Parties”

Concerning the relationship between

the SDG Library

And

the Friends of _____

WHEREAS the Stormont, Dundas and Glengarry County Library Board encourages the establishment of “Friends of the Library Groups” within the United Counties;

THEREFORE to work together toward common goals, all parties must clearly understand their respective roles and maintain good communications. To that end, the objective of this Memorandum of Understanding (MOU) is to clarify the relationship between the Parties as well as each Party’s roles and responsibilities relative to each other.

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7. Termination of MOU

- 7.1. This MOU may be terminated by either party upon sixty (60) days written notice to the other party.

IN WITNESS WHEREOF the Parties hereto have executed this MOU under signature of their duly authorized officers on the date set forth:

THE FRIENDS OF THE _____

PER: _____

DATE: _____

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD

PER: _____

Library Board Chair

DATE: _____

PER: _____

Director of Library Services

DATE: _____