



Dryden Public Library Board

POLICY

SECTION: GOVERNANCE	NO: GN-05
TITLE: Friends of the Library	Date: April 2023
	Next Review Date: April 2027

1.0 Policy Statement

1.1 The purpose of this policy is to define the relationship between the Dryden Public Library Board (hereafter referred to as the Board) and the Friends of the Library, and to confirm the roles and responsibilities of the Friends of the Library associated with the Dryden Public Library (hereafter referred to as the Library).

2.0 Definitions

2.1 The Friends of the Library is an organization of volunteers who aim to assist and support the goals of the Library. The Friends may choose to incorporate as a non-profit or charitable organization but are not required to do so.

2.2 For the purposes of this policy, the Friends of the Library may also be referred to as the "Friends."

3.0 Role of The Friends

3.1 The Friends may engage in a variety of volunteer, advocacy, and fundraising activities in support of the Library.

3.2 The goals of the Friends may include:

- 3.2.1 Assisting and supporting the goals of the Library;
- 3.2.2 Establishing closer ties between the Library and its community;
- 3.2.3 Promoting knowledge of, and interest in, the functions and resources of the Library;
- 3.2.4 Assisting in fundraising for special projects beyond the scope of the Library budget.

3.3 In the course of their activities, the Friends will:

- 3.3.1 Ensure that the goals and objectives of the Friends do not conflict with those of the Board, as established under the Public Libraries Act;
- 3.3.2 Abide by all Board policies while publicly representing the Friends;

- 3.3.3 Recognize and respect the role of the Board as the governing body for the Library, and the role of the Library CEO/Chief Librarian (hereafter referred to as the CEO) as a manager of Library operations.

4.0 Responsibilities of the Friends

- 4.1 The Friends will develop a set of constitution, and bylaws which will define the structure and roles within their organization. The Board shall not dictate the contents of these documents or attempt to influence the established structure of the Friends organization. The Board will be available as a resource to the Friends, as requested.
- 4.2 The Friends will open and maintain their own bank account. As per their bylaws, all funds raised by the Friends are intended to support the Library.
- 4.3 The Friends are asked to provide an annual report to the Board, outlining their activities for the previous year and any established plans for the upcoming year.
- 4.4 The Friends are encouraged to provide regular updates to the CEO or Board Chair for inclusion in the monthly Board Meeting.
- 4.5 The Friends may request a Board representative attend a meeting of the Friends to provide information about the Library/Board's activities, and to bring updates back to the Board. The Board will make every attempt to accommodate such requests.
- 4.6 The Friends may present directly to the Board by requesting a delegation at a regular meeting of the Board. The request should be made to the CEO or Board Chair at least one week in advance of the meeting. The CEO or Board Chair will ensure the Friends are added to the meeting agenda.

5.0 Fundraising and Managing Funds

- 5.1 The Friends will inform the CEO in advance of all fundraising projects to be undertaken by the Friends.
- 5.2 The Friends must secure the approval of the CEO or their designate prior to conducting fundraising projects at the Library and on Library property. Fundraising activities must be staffed by the Friends volunteers and with assistance from Library Staff as needed.
- 5.3 All items purchased with grants made by the Friends will be the property of the Library. Decisions about the acquisition, use, and disposal of items purchased with contributions from the Friends will be made by the CEO.
- 5.4 The CEO 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 are not intended to replace the Library's core funding, or supplement operational costs. Funding is intended to support special projects or programming.

6.0 Library Responsibilities

- 6.1 The Library will provide for the Friends meetings, subject to space availability and the Library's programming schedule.
- 6.2 The CEO will act as the library liaison and attend the Friends' meetings.
- 6.3 Library staff may not belong to the Friends executive and will only attend in an informational capacity while employed by the Dryden Public Library.
- 6.4 The Library will provide administrative support to the Friends. Staff time and support will be provided as deemed appropriate by the CEO.
- 6.5 The CEO will keep the Friends updated about library challenges and victories as well as long range strategies and priorities.
- 6.6 If the Friends cannot fulfill these requirements the Library and Board may cease their association with the Friends.

Related Documents:

Friends of the Dryden Public Library Constitution and Bylaws

History			
Approval Date:	May 2021	Approved by:	M Benson
Amendment Date:	May 2023	Approved by:	S Reany-Iskra
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
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