

<b>Title:</b>	Friends of the Sault Ste. Marie Public Library Policy	
<b>Policy Type:</b>	Operations	<b>Policy Number:</b> 300-18
<b>Approval By:</b>	Resolution Number RB1989-10-16	
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**PURPOSE:**

This policy identifies the conditions under which the Friends of the Sault Ste. Marie Public Library operates.

**SCOPE:**

This policy applies to the Friends of the Sault Ste. Marie Public Library and related activities.

**DEFINITIONS:**

**Friends** – the Friends of the Sault Ste. Marie Public Library

**Library Board** - Sault Ste. Marie Public Library Board

**POLICY STATEMENT:**

The Friends is an independent, not-for-profit organization that works collaboratively with the Library Board. The organization, purposes, executive, membership, and operations of the Friends are governed by the Bylaws of the Friends. The Friends organization supports the mission and goals of the Library through its activities and projects.

**FRIENDS/BOARD RELATIONSHIP**

The Friends was established and exists only with the approval of the Library Board. The relationship between the Friends and the Library:

- Library Board is responsible for library policy, planning, goal setting, and operations to which the Friends will be subject;
- The Friends By-laws require approval by the Library Board to ensure the Friends mandate continues to support the Library;
- The Friends support and further the goals and objectives of the Library and Board through its activities and projects;
- Friends is task-oriented, related to particular projects, fundraising activities, or special situations.
- The Friends will keep the Library Board and the CEO informed of their activities.
- The Library Board welcomes input from the Friends but is not obligated to carry forward suggestions, recommendations or proposals of the Friends.
- The Library’s liability insurance will cover the activities of the Friends.
- The CEO or designate will attend regular meetings of the Friends as an ex officio non-voting member.
- The Friends will not enter into legal obligations or debt without the authorization of the CEO and the Library Board.



- The Friends, through the CEO will report to the Library Board on a regular basis. A Friends Annual Report will be presented at the Library's Annual General Meeting.

## **FRIENDS ACTIVITIES**

The purposes of the Friends are to:

- promote and publicize library services in the community;
- advocate for the library at local levels of government and in the community;
- recruit members, and
- fundraise.

All fund-raising and other projects of the Friends, including volunteer activities require prior approval of the CEO or designate.

Specific fund-raising projects of the Friends will focus on service enhancements and other items not addressed in the Library's operating budget.

The Friends shall adhere to Library policies and procedures. Friends' volunteers will be trained and managed according to the Library's Volunteer Program Policy.

## **BOOKSTORE**

The Friends shall operate the Bookstore at the James L. McIntyre Centennial Library and conduct book sales on behalf of the Library Board. The Friends shall be considered a tenant of the bookstore.

## **ADMINISTRATIVE SUPPORT**

The CEO will determine an appropriate level of resource support to the Friends, including:

- staff support as advisors, resource personnel, or other appropriate role for specific Friends projects, and
- Library facilities and resource support (including office space, photo-copying, furniture and equipment, etc.)

The Friends will not enter into legal obligations or debt without the authorization of the CEO.

## **RELATED POLICIES**

200-03 Donor and Sponsorship Policy

300-09 Rules of Conduct

300-13 Sales and Soliciting Policy

300-17 Volunteer Program Policy

400-03 Health and Safety Commitment Policy

400-09 Human Rights Policy; Anti-harassment/discrimination/violence