

NORTH PERTH PUBLIC LIBRARY

Operational Policy

OP-14 Friends of the Library



POLICY PURPOSE

This policy outlines the roles and responsibilities of the Friends of the Library (FOL) volunteer group within the North Perth Public Library (NPPL) system. The purpose of the FOL group is to support the library within the community, including raising awareness and fundraising.

KEY POINTS SUMMARY

- The FOL group is meant to be an advocate for the NPPL, promoting library services and fundraising, while adhering to NPPL policies. They must have a formal structure and constitution, and any changes require NPPL Board approval.
- The FOL must have at least four active members, including a Chair and Treasurer. They are responsible for managing their own finances, including handling fundraising money, and must submit annual financial reports to the NPPL Board.
- Library staff provide meeting space and designate a staff liaison for FOL activities. FOL groups are expected to set annual goals aligned with library needs, and report progress to the NPPL Board.

POLICY DETAILS

Responsibilities

Friends Group

The NPPL encourages the establishment of FOL groups and recognizes these groups as welcome advocates for their local library system. The FOL shall:

- Promote and publicize library services in the North Perth community,
- Fundraise
- Raise awareness
- Advocate for the library, when requested by the Library Board and the library.
- While the Board acknowledges the importance of volunteer service provided by organizations such as the FOL in North Perth:
 - The FOL will recognize, understand and respect the NPPL Board's authority right to govern per the Public Libraries Act
 - The goals and objectives of the FOL shall not conflict with those of the NPPL as established under the Public Libraries Act
 - The FOL will abide by all Board policies
 - The FOL doesn't replace paid employees and shall not be considered library employees
 - The FOL will receive written consent from the NPPL Board when extending volunteer efforts to activities beyond the library

Meetings

- Hold meetings at least twice a year. Meeting notices, agendas and minutes should be forwarded to the designated library liaison by the FOL Chair.
- An Annual General Meeting (AGM) should be held annually to:
 - Approve the minutes of the previous year's AGM
 - Receive reports from the Chair
 - Receive a detailed annual fiscal report from the Treasurer and any audited financial statements
 - Elect the FOL Executive
 - Consider amendments to the "Constitution"

Membership

- Have a minimum of four active members including a Chair and a Treasurer which should be met within six months of the Friends group formation.

Banking

- Open and maintain their own bank account. Statements from this bank account must be submitted with the financial statement in the annual report to the NPPL Board.
- All money from fundraising initiatives, such as book sales, will be handled by FOL members. Library staff cannot collect or keep money on behalf of the Friends or act as Treasurer.
- The FOL will not enter legal obligations or debt without the authorization of the CEO and the Library Board

Library Staff

Library Staff shall:

- Provide meeting space for Friends' meetings and special events subject to space availability.
- Designate a Library staff member to act as the library liaison and attend Friends' meetings for information purposes. Where appropriate, the library liaison may delegate tasks or attendance to other library staff.
- Paid staff time and support of FOL activities will be determined by the library liaison in consultation with the applicable staff's supervisor.
- The library liaison will inform the FOL about library successes and challenges including long-term strategies and priorities.

Objectives/Activities

- The FOL are encouraged to set goals, priorities and timelines via an annual schedule of events/projects based on the resources of the group and library needs as communicated by the library liaison. A plan of intended objectives will provide clear expectations and focus to volunteers and a sense of accomplishment as goals are achieved.
- The FOL should consult with the library liaison to develop the annual plan. The plan should be shared with the CEO, the Coordinator of Community Connections, and the Coordinator of Digital Initiatives in September of the prior year for budget purposes.
- Goals and objectives should not conflict with those of the NPPL Board as established under the Public Libraries Act.

Governance

- FOL groups may only be established or dissolved with the approval of the NPPL Board.
- The NPPL Board has the right to require a Friends group to dissolve at any time should they be found in contravention of the policies and procedures of the NPPL or Municipality of North Perth.
- Should a FOL group dissolve, all funds in their possession will revert to the NPPL Board following the payment of any outstanding FOL group debts.
- The FOL group shall have a term of reference and a constitution that creates a formal structure with an elected executive and meetings with recorded minutes. Any changes to the constitution must be approved by the NPPL Board.

Reporting

- The FOL shall provide an annual report to the NPPL Board no later than February 1st after each year's end. The report should list the FOL Executive and a financial statement.
- The FOL Executive will ensure all necessary reports and statements are prepared and filed in a timely manner.

RELATED DOCUMENTS

- HR-02 Volunteer Policy

SCOPE

This policy applies and affects the NPPL Board, staff, and volunteers.