

Trent Lakes Public Library



Policy Type: **Volunteers**

Policy Number: **VOL - 04**

Policy Title: **Good Buy Room/Friends Groups**

Policy Approval Date: Oct - 21

Policy Review Date: 2025

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to define the organization, key objectives and operations of Friends Groups.

SCOPE:

This policy shall apply to all Friends Groups within the Trent Lakes Public Library.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply;

“Township” means the Corporation of the Municipality of Trent Lakes.

“Good Buy Room (GBR)” means a volunteer group of individuals with a common interest in helping and supporting library goals and activities.

“Library” means the Trent Lakes Public Library.

“Library Board” means the Trent Lakes Public Library Board.

“Staff” means a staff person who works for the Trent Lakes Public Library

“Volunteer” means an individual who performs tasks for the Library without wages, benefits or expectation of compensation, of any kind. They do not replace paid staff, but enhance and extend library services, and are not considered employees of the Library.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 General Guidelines

1.1 Friends Groups shall be non-profit and non-policy making volunteer groups that support the goals and activities of the Library. The Good Buy Room is responsible to the CEO of the Library.

2.0 Responsibilities

2.1 The CEO is responsible for ensuring that GBR operates within Board policy and library procedures and practices.

2.2 While the Board acknowledges the importance of the volunteer service provided by such organizations as the GBR in Trent Lakes:

2.2.1 The goals and objectives of Friends organizations shall not conflict with those of the Trent Lakes Library Board as established under the Public Libraries Act.

2.2.2 The GBR will abide by all Board policies.

2.2.3 The GBR will recognize the Board's right to govern and the management's responsibility to deliver library service.

2.2.4 The GBR Committee is in no way a governing body of the Library's operations.

2.3 The GBR is encouraged to set goals, priorities and timelines for the coming year based on the resources of the group and library needs and opportunities. A plan of intended actions and objectives will create an annual schedule of events or projects, provide focus to volunteers and provide a sense of accomplishment as goals are achieved. Volunteers should consult with Library staff to develop the annual plan. The plan for the coming year should be shared with the Library CEO or his/her delegate by September for any necessary budget allocations.

2.4 The GBR may set their own terms of reference, goals and objectives so long as they do not conflict with those of the Trent Lakes Library Board as established under the Public Libraries Act.

3.0 Objectives

3.1 The GBR shall:

- i) Increase, through promotion and public relations, the community's understanding of the benefits of the Library;
- ii) Foster an awareness and understanding of the importance of the Library's role in the community;
- iii) Provide opportunities for volunteers to participate in activities that promote the Library's mission;
- iv) Engage in local fundraising to enable the Library's pursuit of its objectives;
- v) Promote a positive image of the library and library services.

4.0 Reports to the Board

4.1 The GBR shall submit an annual written report to the Board.

4.2 The Friends will provide the CEO or his/her designate with copies of all GBR official meeting minutes.

5.0 GBR / Library Liaison

5.1 GBR shall appoint the CEO or his/her designate as an ex-officio member of the Friends Executive Committee.

5.2 Official communications with the Library branch staff shall be through the CEO or his/her designate.

5.3 Official communications with the Library Board shall be through the appointed Good Buy Room Representative on the Board.

5.4 Library staff may be members of Friends groups but may not sit on the Friends executive committee.

6.0 GBR Activities

6.1 To ensure compliance with any legislative regulations, Library policies and procedures and to

avoid potential conflict with other Library or township operations, all activities must be approved by the CEO or his/her designate.

7.0 Facility

7.1 Volunteers may use library facilities for their meetings and activities hours free of charge. Volunteers will ensure that their activities do not disrupt normal branch operations. Volunteers may only be in the library building during normal library operating hours.

7.2 The Library will provide weekly cleaning services that align with library cleaning.

7.3 The volunteers will keep the space tidy and uncluttered while adhering to all fire code regulations.

8.0 Responsibilities

8.1 All items donated to the GBR are property of the library and shall not be removed from the building for appraisal without permission from the Library CEO or his/her delegate.

8.2 No cash shall be removed from the GBR without permission from the Library CEO or his/her delegate.

8.3 All cash collected from the store will be collected by library staff at the end of the business day.

8.4 Volunteers must pay full and regular price for items sold in the store.

8.5 Volunteers and staff will treat each other with respect and adhere to all library policies.

8.6 All Good Buy Room expenses exceeding \$50 must be approved by the Library CEO or his/her delegate.

8.7 The GBR or Friends Group must have a minimum of four active members within their group.

9.0 Establishment of Friends Groups

9.1 The creation of a new Friends Groups shall require approval of the Library Board.

10.0 Dissolution of Friends Groups

10.1 Should a Friends group disband, all funds in their possession will revert to the Library Board following the discharge of any Friends debts.