



# PROCEDURE

**Title:** Friends of the Library Operating Guidelines

**Number:** LS-09

**Cancels:** August 20, 2014

**Approved:** July 21, 2021

**Review:** July 21, 2024

## I. PURPOSE AND SCOPE

To define guidelines for the purpose, organization, and funding, of individual Friends' groups within the Brevard County Library System.

## II. DEFINITIONS AND REFERENCES

- A. Friends of the Library – a non-profit organization of volunteers interested in supporting a Brevard County Library and/or Library Program.
- B. Library Program – a library program or service offered county-wide by an individual library.
- C. Library Director – The Library Director responsible for the operation of an individual library, in the Brevard County Library System.
- D. Library Services Director – The Director responsible for the overall operations of the Brevard County Library System.
- E. Library Board – The Advisory Board of the individual library appointed either by City and/or County and/or State authorities.
- F. Corporations Not-for-Profit – Florida Statutes, Chapter 617.

## III. GUIDELINES

### A. Purpose

1. To foster and promote a positive image of the Library and/or Library Program with its local citizens.
2. To sponsor, conduct, or to participate in fund raising projects to benefit the Library and/or Library Program, and to encourage gifts and memorials of funds, books, art objects, etc.
3. To sponsor, conduct, or participate in cultural or community service activities related to Library goals and purposes, as approved by the individual Library Director, and/or the Library Services Director.
4. To assist and support the Library in extending and improving library services and resources to meet the needs of our population.
5. To provide services and resources not otherwise available to the Library and library staff.

## B. ORGANIZATION

1. By-laws must exist which include membership structure, establishment of dues, election of officers, meeting times, etc. By-laws must not contradict the policies set in this procedure.
2. Copies of the Friends By-Laws, Meeting Minutes, and Treasurer's Reports must be kept on file in the Library Director's office of the individual Library the Friends organization serves.
3. The Library Director shall serve as a non-voting member of the Friends' Board and shall serve as or appoint a staff member to oversee volunteer activities that interact directly with the public.
4. Members usually do not serve on the Friends' Executive Board, local Library Board, and/or Brevard County Library Advisory System Board at the same time. Each case of this nature, however, will be examined and decided upon by the Director of Library Services, and/or the local Library Director, as appropriate.
5. Each Friends of the Library organization is strongly encouraged to register as a Non-for-Profit corporation, as governed by Florida Statutes Chapter 617, and as a 501(c)(3) tax-exempt organization under the Internal Revenue Code.

## C. FUNDING

1. All of the work of the Friends shall be carried on, and all funds of the Friends, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be used exclusively for purposes benefitting the Library, Library Program, and Librarianship.
2. Friends are encouraged to expend all funds collected annually, except where multiyear income funds are required to fund specific projects.
3. Should the fiscal transparency of the Friends organization cease to exist, become compromised, the Library Director and/or Library Services Director may request that an audit be conducted to restore financial confidence in the Friends organization. All funds and/or properties held, will revert to the individual Library it was founded to support.
4. If a Friends organization ceases to exist, all funds and/or properties held will revert to the individual Library it was founded to support.

## D. RESPONSIBILITIES

1. The Library Director shall work with the Friends to establish a common understanding of the needs and goals of the Library. The Library Director shall respect the wishes and interests of the Friends when determining the use of Friends funds. Within that framework, the Library Director will decide which donations will be accepted by the Library, and what items will be purchased with Friends money. In no case will the Library Director expend Friends' money without the approval of Friends, nor will the Friends organization purchase or donate items for the Library without the approval of the Library Director.

## IV. RESERVATION OF AUTHORITY

The authority to issue or revise this procedure is reserved to the Library Services Department Director.

A handwritten signature in blue ink, appearing to read "Wendi Bost", written over a horizontal line.

Wendi Bost, Library Services Director

Approved by the Brevard County Library System Board: July 21, 2021