

## **Library Support Groups**

### **Policy:**

It is the policy of the Alameda County Library to work closely with local library support groups organized by residents from the community.

### **Ways of Supporting the Library:**

Residents interested in supporting the library may do so through a variety of channels, including donating through the Alameda County Library Foundation, serving on an Advisory Commission, through direct volunteer work, or by joining or forming a recognized non-profit Library Support Group.

The Alameda County Library Foundation supports the Alameda County Library as a whole. The Foundation may sponsor events on library premises and collect funds for the Foundation. The Foundation Director, and other staff assigned by the County Librarian, are authorized to handle donations to the Foundation.

*For information on Advisory Commissions, Boards, and Committees please see Chapter 2.01*

### **Purpose of Library Support Groups:**

Library Support Groups and their members provide valuable services to Alameda County Library and their communities through one or more of the following activities:

- Encouraging community support for the Library and its activities
- Promoting knowledge of, and interest in the functions and resources of the Library
- Assisting in raising supplemental funds for special projects beyond the scope of the Library operating budget
- Sponsoring specific initiatives or programs requested by Library management

### **Requirements for Groups:**

Alameda County Library recognizes groups formed by local residents to support individual community libraries or specific library services. These groups must be 501(c)(3) tax exempt non-profits with a set of bylaws and a Board of Directors. All proceeds from fundraising activities must be used to benefit the Library.

### **How Groups are recognized by Alameda County Library:**

In order for a new Library Support Group to be officially recognized by ACL, the Group must request and receive recognition in writing from the County Librarian.

Annually, Library Support Groups will submit to the County Librarian the following information:

- Names and titles of all board members
- Total number of dues-paying members
- Treasurer's report showing revenue and expenditures for the year

If a Library Support Group is unable to provide the above information as well as maintain its 501(c)(3) status, elect a Board of Directors, and hold regular meetings, the County Librarian may elect to end ACL's affiliation with the Group.

**Relationship between Library Support Groups and the Alameda County Library:**

While Library Support Groups are separate entities and not subject to operational oversight by Alameda County Library, certain best practices, Alameda County standards, and laws affect the relationship between staff and the Group in the following ways:

- Library staff may join Library Support Groups and provide financial support, but may not participate in Library Support Group activities on County time or use County resources to further the work of the Library Support Group.
- Library employees may not handle or store monies for a Library Support Group while on County time.
- Library employees may not assist Library Support Groups with inventory management, restocking sales, or operating individual sales while on County time.
- The County Librarian will designate a library staff member, usually a Library Manager, to serve as liaison to the Group. The liaison will represent the Library at meetings, provide reports or other information on Library activities, make requests for support, coordinate activities, and accept gifts made to the Library.
- Library Support Groups' use of library facilities and activities therein is subject to approval by the Group's liaison.
- Library Support Groups are expressly permitted to sell items within the libraries as referenced in the *Petitions and Solicitations Policy (Chapter 5.05)*.