

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/ Commissions/Examiners	CODE NUMBER: AC-2-24
TITLE: Friends and Other Support Groups of the Lee County Library System	ADOPTED: June 15, 2010
	AMENDED:
	ORIGINATING DEPARTMENT: Library Division

PURPOSE/SCOPE: To set forth organization and operational guidelines for non-profit organizations whose function is to support the Lee County Library System and/or individual County libraries.

POLICY/PROCEDURE: The Board of County Commissioners welcomes the participation of non-profit community organizations formed to support the Lee County Library System and/or the individual County Public Libraries that comprise the System. This Policy establishes guidelines and minimum By-Law requirements that such library support groups must meet to be authorized to provide volunteer activities, fund drives and other programs to benefit the libraries and to ensure that the relationship between Library staff and each support group is consistent across the Library System.

ARTICLE I - DEFINITIONS:

Branch Manager – Manager of an individual public library in the Lee County Library System.

Library Director – Director of the Lee County Library System.

Library Program – an event in a library or in the community to benefit the public and promote the library.

Library Service – a process of making library resources available to the public.

Library Support Group – A community group providing support to the Library System or an individual library in the System. Library support groups include the following:

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- Captiva Memorial Library Board – selected community members organized to support the Captiva Memorial Library.
- Foundation – a non-profit organization formed to support the Lee County Library System through advocacy, fund-raising, and events.
- Friends of the Library/Friends Group – a non-profit organization of community members formed to support the Lee County Library System or the individual County libraries that comprise the Library System, but which does not serve as a policy-making organization.

ARTICLE II – REQUIREMENTS FOR RECOGNIZED FRIENDS AND OTHER LIBRARY SUPPORT GROUPS:

Non-profit organizations that want to be recognized/designated as official Friends and other Library Support Groups and authorized to provide support to the Lee County Library System and/or the individual libraries that comprise the Library System must meet the following minimum requirements:

1. Provide, if applicable, a copy of the organization's Articles of Incorporation as a non-profit corporation, or other legal entity, under Florida Law and the organization's 501(c)(3) determination from the IRS to the Branch Manager or Library Director, as appropriate.
2. Provide, and update as necessary, a mailing address for the organization and current contact information for its officers to the Branch Manager, or Library Director, as appropriate.

ARTICLE III - NON-PROFIT ORGANIZATION BY-LAWS:

1. Friends and other Library Support Groups must adopt By-Laws which include a membership structure, establishment of dues and rules, election of officers, meeting times, operation of the organization, etc. Adopted By-Laws must not contradict the guidelines set out in this Administrative Code.
2. A copy of each Friends or other Library Support Group By-Laws must be kept on file in the Lee County Library Director's Office, and updated to keep current.
3. The Branch Manager shall serve as an ex-officio member of each Friends or Library Support Group Board and the Captiva Memorial Library Board.
4. The Library Director shall serve as an ex-officio member of the Foundation Board.

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ARTICLE IV - FUNDING:

1. The exclusive focus of any Friends or other Library Support Group shall be to support either the Library System and/or the individual libraries that comprise the Library System. All of the work of a Friends or other Library Support Group shall be carried on for these purposes, and any collected funds, whether income or principal, gift, contribution or otherwise, must be used exclusively for purposes benefiting the Lee County Library System and/or the individual library the organization was formed to support.
2. Friends or other Library Support Groups shall annually expend the funds to benefit the Lee County Library System and/or individual libraries that comprise the Library System.
3. If a Friends or other Library Support Group is dissolved, ceases to exist as matter of law, or is reorganized in a way that its exclusive focus is no longer the support of the Library System and/or an individual Library, then all funds and/or properties held by the group must be transferred to Lee County, for the use and benefit of the Lee County Library System, if appropriate, or to the individual Library the organization was founded to support.

ARTICLE V – GENERAL GUIDELINES:

1. Friends or other Library Support Groups must recognize that only Library Administration speaks officially for the Lee County Library System.
2. No Friends or other Library Support Group may reserve, occupy, or use Library facilities without prior permission of the Branch Manager.
3. Friends or other Library Support Groups may initiate fund raising activities, either individually or in concert with other organizations, for the benefit of the Lee County Library System or an individual library.
4. Friends or other Library Support Groups may also encourage the public to make gifts and memorials to the Library System, an individual Library or a specific Library Program or Library Service.
5. Friends or other Library Support Groups may sponsor or participate in programs and activities to support and promote Lee County Library System services.