 City of Dallas	Document Number:	LIB-PRO-714	Revision Number:	1
	Approved By:	Library Director	Effective Date:	04/30/2025
	Description of Last Change:	Initial release		
Document Title:	Working with Branch Friends Groups			

PURPOSE: Provides instructions and guidance for managers and branch staff about working with branch friends groups.

SCOPE: Provides guidance for relationship with branch friends groups and funding requests.

RESPONSIBILITY & AUTHORITY: Library Managers are responsible for following the procedures and ensuring that staff are aware of and following procedure.

PROCEDURE


Branch Friends Groups are 501c3 organizations that raise funds and advocate for specific branches and the Library as a whole. Friends groups are not advisory boards or internal city partners. The relationship is similar to close partnerships with outside organizations.

1. Roles and responsibilities

- 1.1. Branch Friends groups exist to support the programs and spaces at a specific location.
- 1.2. Library spaces are city-owned and city-dedicated facilities. Branches should only permit minimal amounts of storage of Friends materials.
- 1.3. Branch managers should serve as the primary point of contact for Branch Friends groups, and when a manager is not available to answer procedural or donation questions, Friends members should be directed to the District Manager.
- 1.4. Branch staff should be cordial and helpful to Friends members but direct policy questions to Branch Manager or District Manager.
- 1.5. Access and use of building:
 - 1.5.1. Friends members should not be allowed access to staff work rooms without staff supervision.
 - 1.5.2. Staff should not share access codes to staff areas or the building. Doing so may result in disciplinary action.
 - 1.5.3. Drop-in access for meetings with the manager or for access to workroom spaces should be limited.

2. Communication

- 2.1. General communications
 - 2.1.1. Friends should use work phone and email contacts of all library staff.
 - 2.1.2. Friends may inquire about advocacy issues like funding. Staff should refer them to the Friends of the Dallas Public Library.
 - 2.1.3. The City of Dallas Code of Ethics prevents staff from giving opinions about City budget allocations to the public or elected officials.
- 2.2. Branch Friends Meetings:

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- 2.2.1. All Friends meetings should take place during regular branch business hours.
- 2.2.2. Managers should attend but have a limited presence at meetings as the groups may want to discuss the merits of a request without the presence of library staff.
- 2.2.3. Branch staff should limit presence at Friends meeting only to answering specific questions related to programs or funding requests, and should leave after providing these.

3. Funding Requests


All funding requests must come through the branch manager with appropriate approval as outlined below.

3.1. Programming

- 3.1.1. Programming support should not exceed \$3,000 per fiscal year. Any request to exceed this limit must be approved by the Library Director.
- 3.1.2. All branch friends-funded programs require the same planning forms and deadlines as centrally-funded or non-funded programs.
- 3.1.3. Funding should be presented to Branch Friends groups using the program proposal forms (LIB-FRM-400).
- 3.1.4. Programs should be based on community need, and any suggestions made by the Friends should be evaluated on these priorities.
- 3.1.5. Supply purchases can be bought directly by Friends groups, reimbursed by Friends to staff, or purchased through gift cards provided by the Friends.
 - a. If Friends want to use gift cards to make purchases, manager should keep gift card(s) in a secure location.
 - b. Manager will collect receipts for supplies and ensure they match the approved proposal
 - c. Manager will present monthly reconciliation report to Branch Friends as necessary

3.2. Equipment and technology

- 3.2.1. Technology requests must be approved by the Assistant Director, Technology and Strategic Direction.
- 3.2.2. Staff should submit a Technology Related Acquisitions Request (LIB-FRM-501).
- 3.2.3. Color printers and ink will not be approved.
- 3.2.4. The Library is not responsible for agreeing to support maintenance agreements for software after initial purchase.
- 3.2.5. Any equipment becomes property of the City of Dallas. Manager should ensure that Friends understand items may be transferred to other Library locations in the future.
- 3.2.6. Staff should issue Materials & Equipment Gift Acknowledgement

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(LIB-FRM-151) upon receipt.

3.3. Furniture and building improvements

- 3.3.1. Furniture or building improvements must be approved by the Facilities Manager.
- 3.3.2. Facilities staff can make recommendations of vendors or furniture.
- 3.3.3. Any furniture or modifications become property of the City of Dallas. Manager should ensure that Friends understand items may be transferred to other Library locations in the future.
- 3.3.4. Staff should issue Materials & Equipment Gift Acknowledgement (LIB-FRM-151) upon receipt.

4. Events

Branch Friends groups can hold separate events outside of the program proposal process and funding limits. However, these programs should involve limited staff assistance. For programs that are joint efforts, Branch manager should consult with the Assistant Director of Customer Experience.

- 4.1. For after hours events, Friends will need to pay for security. Branch Manager should coordinate with Library Facilities.
- 4.2. If alcohol is served at any Friends event, the server must have their TABC certification
- 4.3. Book Sales
 - 4.3.1. Staff may not assist with any part of branch book sales from sorting materials, seeking volunteers, setting and take down, etc.
 - 4.3.2. Staff may not handle any money raised by friends.
 - 4.3.3. Book sale funds may not be stored in branch safe.
 - 4.3.4. Items sold in the book sale must be donated directly to the branch friends Group.
 - 4.3.5. Friends may actively solicit items for the book sale no more than 90 days prior to the book sale.
 - 4.3.6. When materials are donated during this time, staff must ask if the items are being donated to the Friends group or Dallas Public Library.
 - a) If to the Branch Friends groups, staff should issue a branch friends gift receipt. Staff needs to coordinate with Friends to get a template.
 - b) If to the Library, staff should issue Materials & Equipment Gift Acknowledgement (LIB-FRM-151). Items donated to the Library should be handled per LIB-PRO-315 Unit Gift Materials.
 - 4.3.7. Library materials cannot be given to the Friends without explicit permission from the Library Director per the City Code.
 - 4.3.8. Book Nook sales should continue during this time, if applicable.