

# **Grimsby Public Library – Grimsby Author Series Policy**

## **Policy Number:**

0-14-16

## **Approval Date:**

September 14, 2016

## **Effective Date:**

September 14, 2016

## **Review Date:**

September 2018

## **Notes:**

Approved September 10, 2014

## **Purpose**

The Grimsby Author Series is a fundraising and literacy program of the Grimsby Public Library and is therefore regulated by all Library policies and/or relevant legislation. The funds received through the Author Series, and therefore the Series' continued success, are integral to the Library's ongoing ability to deliver core library services to the residents of Grimsby. This policy is intended to formally identify the relationship between the Series and the Library and serve as a guide in the ongoing provision and management of the Series.

## **Mission Statement**

The Grimsby Author Series strives to foster literacy in the community and to promote and celebrate Canadian authors and Canadian literature. The series is a special fundraising project of the Grimsby Public Library Board with all proceeds of the Author Series supporting the services, collections and programs offered at the Library.

## **Guidelines**

## **Executive Steering Committee**

In an effort to manage the continued success of the Series while ensuring effective communication and efficient use of Library and volunteer resources, the Author Series

will be led by an Executive Steering Committee. This committee will be comprised of the following individuals and will be chaired by the CEO/Chief Librarian:

- Library Board Chair
- CEO/Chief Librarian
- Deputy Chief Librarian
- Administrative Assistant/GAS Liaison
- A/V & New Media Coordinator
- Author and Event Coordinator (Volunteer)
- Sponsorship Coordinator (Volunteer)

Minutes of all Steering Committee meetings will be received by the Library Board.

## **Financial**

The revenues and expenses related to the Grimsby Author Series fall within the Grimsby Public Library's operating budget and all expenditures are managed under the guidelines of the Library's Procurement and Purchasing Policy. Revenue is generated primarily through the sale of tickets, with supplementary revenue generated by book sales and sponsorships. Related expenses include author honorariums, room rentals, wine and food. The Author and Event Coordinator takes the author(s) to dinner prior to the event. Additional hospitality or travel expenses may be necessary for authors travelling from some distance. The expected impact on Library revenue and costs will be examined when considering the likelihood of any new Author Series venture or event.

## **Sponsorships**

As stipulated in the Library's Donations, Gifts and Sponsorship policy, "as an ongoing program and fundraising effort of the Grimsby Public Library, funds and in-kind gifts and services donated by sponsors and benefactors of the Grimsby Author Series are instrumental to the ongoing success of the program and will be managed under the terms stipulated in this policy".

A Sponsorship Agreement Form must be completed on behalf of all sponsors and benefactors of the Author Series prior to the printing of tickets or creation of any promotions highlighting Series sponsors. Charitable tax receipts will be provided for all cash donations in excess of \$20.00, according to the CRA Charities and Giving Guidelines. Sponsors and benefactors will be recognized, at their discretion, via the website, signage and tickets and/or as stipulated in the Sponsorship Agreement Form.

## **Events**

The regular Author Series season is comprised of six evenings, typically scheduled between September and April. These events are usually hosted outside the Library and tickets are initially offered as comprehensive packages and are sold both in the library and online. Tickets to individual Series events will only be offered for sale if packages

remain unsold 5 days prior to the first series event, or at the discretion of the CEO/Chief Librarian.

In addition to the regular Series Events, additional evenings are hosted throughout the year. These events may be hosted at the Library or at community venues. Tickets are sold separately and are available for purchase at the Library Service Desk. The number and frequency of these special events vary from year to year. The feasibility of such added events will be determined by the Steering Committee. Community interest, scheduling, anticipated revenues and costs will all be taken into consideration.

Most Author Series events are sponsored by local wineries and include a tasting of wine for all audience members above the age of majority. The Library obtains a special events liquor license for all such events.

## **Volunteers**

The assistance and dedication of Author Series volunteers is crucial to the ongoing success of the Series. All volunteers of the Grimsby Author Series are considered Library volunteers and are therefore regulated by the Library's Volunteer Policy. As such, all Series volunteers are required to complete any legislated training, including the following:

- Accessible Customer Service Training – as legislated under the Accessibility for Ontarians with Disabilities Act (AODA).

Those tasked with serving alcohol must have successfully completed Smart Serve training.

As representatives of both the Author Series and the Grimsby Public Library, volunteers are expected to conduct themselves in a professional and responsible manner. This is particularly relevant to those assisting at events where alcohol is being served and consumed. As with ticket holders, Author Series volunteers are entitled to a maximum of one tasting glass of wine per evening.

As stipulated in the Library's Volunteer Policy, "the Grimsby Public Library Board reserves the right to at any time and for any reason to terminate a volunteer's relationship with the Library or make changes to the nature of the volunteer assignment".