

## **Memorandum of Understanding between the Taft Public Library and the Friends of the Taft Public Library**

The following will constitute an operating agreement between the Friends of the Taft Public Library and the Taft Public Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Taft Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non profit, 501(c)(3) organization, however, the Friends group is a legally distinct entity and is not part of the Library.

The Library agrees to include the Friends in the long term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives. This shall occur at the Friends annual meeting, keeping the goals of the Library and the Friends aligned, while also reducing potential future conflicts of interest.

The Library and Friends agree to submit a funding request for any purchases it /they desire the Friends to make on behalf of the Library. This funding request should be as specific as is possible and should be comparable to market rates. The request shall be made in advance of the Friends monthly meeting for the Friends review and inclusion on the Friends monthly agenda, prior to discussion/approval. All payment requests should include original payment receipts and should be received by the Treasurer within 3 to 6 months of event completion (preferably within the same calendar year).

The Library agrees to supply the Friends with support to assist them with mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree that all ideas for events, crafts and other promotions should have the support of the Library, prior to any purchases or promotions, ensuring that the groups are in harmony with the Library's vision, policies, events and other promotions.

The Friends agree to include a member from the Library's administration as a non- voting presence at all Friends meetings and to allow room on the agenda for a library report. Monthly meetings shall occur on the last Monday of each month.

The Friends agree that any and all monies raised will be spent exclusively for Library programs, services, and other library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees. One Friend shall attend the monthly Trustee board meeting, on a rotational schedule, providing them with an update of Friends activities, while also recapping Trustee meeting minutes at the following Friends meeting.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.