

Effingham Public Library and Friends of the Effingham Library
Memorandum of Understanding

The following will constitute an operating agreement between the Friends of the Effingham Library (hereafter "Friends") and the Effingham Public Library (hereafter "Library"). It will stand until and unless it is modified by mutual agreement of the Friends Executive Board and the Library's Board of Trustees. The Friends mission is to support quality library services in the community through fundraising, volunteerism, and serving as advocates for the Library's programs. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the strategic 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.

The Library agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support and to adhere to the established policies for requesting Friends funds.

The Library agrees to provide the Friends, at the discretion of the Library Director, with staff support to assist them with development of the newsletter, 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 at the Library, at the discretion of the Library Director, for book storage and sorting, an annual book sale, fundraising events, and office needs.

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

The Friends agree to include a member from the Library's Board of Trustees as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

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

The Friends agree to adhere to established policies of both the Friends and the Library related to the acceptance of gifts and donations to the Library and that the Library's Board of Trustees 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.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband and disburse all remaining funds, after paying or making provisions for the payment of the liabilities of the Friends, to the Library, allowing for a new Friends group to be established in the future.

2/10/16 *Maura Spencer LTC*

Kate McCarthy
Friends of Effingham Library

Brief Summary of Changes:

New agreement, reviewed and revised by subcommittee 8/5/2015. Signed 2/10/2016.
Adopted by the Friends of the Effingham Library 1/20/2016.