

Policy: 900
Subject: Memorandum of Understanding
Reviewed: 01/12/2015
Approved: 01/27/2015
Revised:

**Memorandum of Understanding between the
Milford Township Public Library Board and Friends of the Library**

The following will constitute an operating agreement between the Friends of the Milford Township Library (Friends) and the Milford Township Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Library Board of Trustees. 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, 501c3 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 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 status of strategic planning initiatives and how the Friends may be able to help achieve the goals and objectives of the strategic plan.

The Library agrees to supply the Friends with a request for funds each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with limited staff support to assist them with development of any Friends promotional materials.

The Library agrees to publicly acknowledge the contributions of the Friends, as is practicable, on flyers, brochures and displays, as a means of promoting the Friends, helping to recognize their efforts, and attracting new members, which ultimately results in more funding and community support for the Library.

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 and book sales.

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

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.

The Friends agree that any and all monies raised will be spent exclusively for library programs and services, Friends programs, Friends operating expenses, and other defined Library 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.

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.

Friends of the Library Board

Board of Trustees

Date

Date