

# Memorandum of Understanding Between Waterford Township Friends of the Library and the Waterford Township Board of Trustees

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

**The Township** 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 public library as determined by library administration.

**The Township** agrees that public library administration will share with the Friends strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Township** agrees that public library administration will supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support of the public library.

**The Township** agrees to provide the Friends with public library staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Township** agrees to provide public space at the Township's public library for Friends membership brochures and promotional materials.

**The Township** agrees to provide the Friends with space in the Township's public library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Township's public library and its policies.

**The Friends** agree to include a member from the public 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, services, and other library administration defined needs unless otherwise agreed to by both the Friends and the public library's administration.

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

**The Friends** agree to engage in advocacy efforts on behalf of the public library under the guidance of public library administration and the Library Advisory Committee.

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