



Webster Plaza 📖 980 Ridge Rd. Webster, NY 14580 📖 585-872-7075 📖 [www.websterlibrary.org](http://www.websterlibrary.org)

## **Memorandum of Understanding Between The Friends of the Webster Public Library and the Webster Public Library**

The following will constitute an operating agreement between the Friends of the Webster Public Library (Friends) and the Webster Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Webster Public 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, 501©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 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 and discuss with the Friends how their resources and support might help forward these initiatives.

**The Library** agrees to report on how funds raised by the Friends are utilized.

**The Library** agrees to acknowledge in promotional materials the support received from the Friends.

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

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

**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 presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that 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 has the final say in accepting or declining any 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 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.

Adopted by the Friends of the Webster Public Library on May 20, 2015

Adopted by the Webster Public Library Board of Trustees on May 13, 2015