



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

This operating agreement will stand until and unless it is modified by mutual agreement of the Friends' Board or Directors 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 and the Friends agree:

- to follow mutually agreed upon guidelines for the acquisition and disposal of physical donations and purchased materials.
- to allow the Library to provide discarded materials to the Friends to be sold or donated to other organizations.

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.
- to share the Library's strategic initiatives with the Friends and discuss with them how their resources and support might help forward these initiatives.
- to report on how funds raised by the Friends are utilized.
- to acknowledge in promotional materials the support received from the Friends.
- to provide space in the library for book storage and sorting, book sales, and office needs.
- to provide public space for Friends' membership brochures and promotional materials.

The Friends agree:

- to publicly support the Library and its policies.
- to include a member from the Library as a presence at all Friends' meetings and to allow room on the agenda for a library report.
- 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.
- that the Library has the final say in accepting or declining any gifts made to the Library.
- to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Board of Trustees.
- 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.
- To collect and pay applicable sales tax on items they sell.

Adopted by the Webster Public Library Board of Trustees on 12-11-2019

Adopted by the Friends of the Webster Public Library on 01-30-2020