

**Memorandum of Understanding
between the
Friends of the Westchester Public Library
and the
Westchester Public Library**

The following will constitute an operating agreement between the Friends of the Westchester Public Library (Friends) and the Westchester Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Board of Directors of the Friends and the Westchester Public Library. 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 ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to supply the Friends with donation requests that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of 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 donate used books, surplus equipment and other library property deemed to be of no immediate value to the library and not otherwise needed for library purposes to the Friends for sales whose proceeds will benefit the library.

The Library agrees to provide the Friends with space in the Library for book storage and sorting for the annual book sales, and other office needs.

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

The Friends agree to financially support the Library and its programs and services through annual donations to the library's Gift Fund and through the purchase of products and services that will benefit the library.

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 equipment, resources, programs, services, and other Library defined 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 their stead.