

Memorandum of Understanding

Between South Haven Memorial Friends of the Library and South Haven Memorial Library Board

The following will constitute an operating agreement between the Friends of the South Haven Memorial Public Library (Friends) and the South Haven Memorial Public Library (Library). It **will** stand until and **unless it is** modified by mutual agreement of the Friends executive board and the South Haven Memorial Library Board. 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(c)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 directions of the library.

The Library agrees **to** share with the Friends the library's strategic initiatives at the beginning of **each** fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support when possible. For example the Friends may **need** assistance with development of a newsletter, Friends promotional materials, mailings, and meeting coordination.

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 regular 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 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 and all remaining assets will be transferred to the library.