

September 17, 2021

Next month the Quincy Friends of the Library will host the annual combined meeting of all of the Friends of the BDL Libraries groups. It's been a couple years since we've met, due to the pandemic, and we are really looking forward to it.

BDL has been blessed with dynamic and effective Friends groups, as evidenced by the impressive support we've received across the county. These Friends groups are sometimes more stable than the Library leadership itself, and sometimes relationships and communications have been less than ideal.

For our combined meeting this year, I would love to use the [ALA's template](#) as a basis to present to all the Friends in writing our commitment to support them and ask for the same in return.

What follows is the proposed memo of understanding. If acceptable to you, would you like the signature of our commitment to come from the Board President or the Library Director? I feel the Director is the better choice, but having the imprimatur of the entire Board may be desirable as well.

Submitted by John Rucker



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MEMORANDUM OF UNDERSTANDING

Between the Branch District Library and the Friends of the Library

The following will constitute an operating agreement between the Friends of the [BDL Library Branch] (Friends) and the Branch District Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends' executive board and the Library administration. 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 direction of the Library.

The Library agrees to share with the Friends the Library's strategic initiatives and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" that indicates the anticipated needs for Friends support.

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

The Library agrees to provide the Friends with space for book storage and sorting, if available, and for book sales.

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



BDL ADMINISTRATIVE OFFICES

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The Friends agree to include the Library Branch Manager, or designee, 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-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 the future.

Signed, President of the Friends of the [BRANCH] Library

Date

Signed, [BDL Board President -OR- Library Director]

Date