



Watertown Public Library

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

The following will constitute an operating agreement between the Friends of the **Watertown Public Library (Friends)** and the **Watertown Public Library (Library)**. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Watertown 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 nonprofit, 501c3 organization, it is a legally distinct entity.

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 supply the Friends with a “wish list” periodically, that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of Friends promotional materials.

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

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

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’ 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. Those funds should supplement and not supplant public funding.

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. Upon disbandment, the Friends will give all unspent money to the Library to deposit.