



## Memorandum of Understanding between Friends of the LML and Lindenhurst Memorial Library

The following will constitute an operating agreement between the Friends of the Lindenhurst Memorial Library (Friends) and the Lindenhurst Memorial Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Lindenhurst Memorial Library administration. The Friends mission is to “further the educational, cultural, and informational needs of the community through its support of the Lindenhurst Memorial 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 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 to assist them with development of the newsletter, mass 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 provide the Friends with space in the Library for book storage and sorting, book sales, and office needs as available and in accordance with established Library policies and procedures.

**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 to publicly support the library and its policies.

**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:

Library Director	_____	Date: _____
Friends Board President	_____	Date: _____
Library Board President	_____	Date: _____