

## **Memorandum of Understanding Between the Kingston Library and the Friends of the Kingston Library**

Approved by Kingston Library Board of Trustees January 19, 2012

The following constitutes an operating agreement between the Friends of the Kingston Library (“Friends”) and the Board of the Kingston Library (“Library”). It will stand until and unless it is modified by mutual agreement, in writing, of the Friends and the Kingston Library Board Executive Committee.

### **The mission Statement of the Kingston Library is:**

Kingston Library provides all residents with a supportive environment offering comprehensive and timely information for personal needs, growth, and enjoyment delivered in an efficient and effective manner.

### **The mission of the Friends of the Kingston Library is as follows:**

The mission of the Friends of the Kingston Library is to generate support for Library programs, to increase community awareness of the Library, to encourage greater use of the Library and its resources and to join with other Library advocacy groups for Library support in this region (approved Sept. 2008)

### **The Library agrees:**

1. 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, and are involved in the preparation of major efforts in community and public relations. This includes allowing the Friends a place on the Board’s monthly meeting agenda.
2. To share with the Friends strategic initiatives as they develop and offer suggestions as to how the resources of the Friends can further these initiatives, especially in presenting periodic “wish list” items that might interest specific donors and assist the Friends in raising new funds.
3. To provide public display space for Friends membership brochures and promotional materials. The Library will also provide space for book storage and sorting, book sales, and office needs.

### **The Friends agree:**

1. To engage in advocacy efforts on behalf of the Library and to publicly support the Library and its policies.
2. To include the Library Director and the President (or his/her delegate) of the Library Board as a non-voting presence at all Friends’ meetings and to allow room on the agenda for a library report.

3. That any and all monies raised, apart from the administrative needs of the Friends (e.g. postage, printing, fund-raising, etc), will be spent exclusively for Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.
4. That immediate Library needs will be discussed with the Library prior to any unrestricted funds from the Friends treasury being given to the endowment.
5. To hold all funds associated with the endowment exclusively for Library purposes and to allocate all gain/interest from such perpetual accounts only after agreement with the Library.
6. That the Library Board has the final say in accepting or declining any and all gifts made to the Library.
7. That in the event that the Friends cease to conduct a membership meeting for more than a six month period or upon request of the Friends, the Library may take steps to form a new Friends organization which will receive all assets and materials of the inactive Friends.
8. That the Statement of Mission (above) and the Bylaws of the Friends will be amended only after consultation with the Library.