



Friends of the Youngstown Free Library

240 Lockport Street Youngstown, New York 14174

Memorandum of Understanding Between the Friends of Youngstown Free Library and the Youngstown Free Library Director and the Library's Board of Trustees

The following will constitute an operating agreement between the Friends of the Youngstown Free Library (Friends) and the Youngstown Free Library, its Director and its Board of Trustees (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Library. 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, the Friends group 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 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 "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with 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 that in any discussions regarding space-availability and space-allocation with its Landlord the Village of Youngstown, it will include the Friends' requirements for book-storage & sorting, closet-space for event-materials and any other needs in those discussions.

The Friends agree to publicly support the Library and its policies and engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Board of Trustees.

The Friends agree to include a member from the Library's Board of Trustees as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Board of Trustees report.

The Friends agree that any and all monies raised will be spent exclusively for Library programs, services and any 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 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.

THIS AGREEMENT is entered into on 3/20/24 by and between:

the President of the Friends: Celine MacBrien

the Director of the Youngstown Free Library: Monica K. Miller

the President of the Board of Trustees: Karran Swagge