



## *Agreement between the Friends of the Hooksett Library and the Hooksett Library*

The following will constitute an operating agreement between the Friends of the Hooksett Library (Friends) and the Hooksett Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Executive Board and the Hooksett Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. Upon reaching the status of a non-profit, 501(c)(3) organization, however, it shall be 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 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.

**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 net monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the



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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.

*In regards to the following procedural practices:*

### ***Finances***

All funds of the Friends shall be deposited in a separate account and shall be disbursed by the Friends according to its by-laws. Funding requests to the Friends shall be made by the Library Director.

### ***Meetings***

The President of the Friends of the Hooksett Library will serve as an ex-officio, non-voting member of the Hooksett Library Board, and will attend meetings of the Library Board and receive Library Board mailings. Meetings of the Library Board are open to all members of the public.

The Library Director will serve as an ex-officio, non-voting member of the Friends Board and will attend meetings of the Friends Board and receive Friends Board mailings. A member of the Library Board is invited to attend all meetings of the Friends Board.

### ***Membership***

All members of the Library Board and the Library Director are strongly encouraged to be members of the Friends but shall not hold office nor serve on the Friends Board while they are members of the Library Board.



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The Friends of the Library shall share their membership list with the Hooksett Library Board.

### ***Support and Supplies***

The Library will provide storage space for the supplies and archives of the Friends. The Friends are responsible for maintaining their archives.

The Friends provide most of the clerical support for their activities: mailing agenda and minutes, processing membership applications, maintaining files, etc.

The Friends of the Library are welcome to use the Library photocopy machine for Friends business. Other than photocopies, the Friends provide their own supplies, paper goods and refreshments, any and all of which can be paid for by funds raised by the Friends.

### ***Fundraising***

Fundraising efforts of the Friends are directed at funding current programs and projects of the Library.

Fundraising efforts of the Library Board are focused on the long-range goals of the Library.

### ***Advocacy***

The Friends support the Library Board goals, policies, municipal budget requests and initiatives.

*Friends of Hooksett Library voted to adopt agreement on January 8, 2013*

*Hooksett Library Board of Trustees voted to adopt agreement on January 15, 2013*