



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

Memorandum of Understanding Oshkosh Public Library Board of Trustees & Friends of the Oshkosh Public Library

The following constitutes an operating agreement between the Oshkosh Public Library and the Friends of Oshkosh Public Library. It will stand unless it is modified by mutual agreement of the Friends executive board and the Oshkosh Public Library administration.

The Friends mission is to strengthen, support and advocate for a superior free public library in Oshkosh, Wisconsin.

Library Responsibilities:

1. The Library agrees to include the Friends in its long-term planning process to enhance collaboration by ensuring that the Friends are aware of the strategic goals and plans for the library.
2. The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each year and discuss with the Friends how their resources and support could help forward these initiatives.
3. The Library's liaison will meet regularly with the Friends executive board and standing committee chairs.
4. The Library agrees to submit clear requests for support in a timely manner each year.
5. The Library will provide meeting space at no charge and public space for distribution of Friends membership and promotional materials.
6. The Library's liaison will assist the Friends in becoming self-reliant in basic organizational functions, including, but not limited to, financial and other record-keeping, member recruitment, publicity and membership communication.

"A Library in Every Life"

Friends Responsibilities:

1. The Friends agree to promote the Library's strategic vision and goals in the community.
2. The Friends agree to raise funds exclusively to support Library projects. Fundraising activities will be subject to Library Board approval and funds will be controlled by the Library Board until such time as the Friends are incorporated under Wisconsin statutes.
3. The Friends agree to provide volunteer support for Library programs and events.
4. The Friends agree to work to build an active base of members who will act in support of the Library.
5. The Friends agree to maintain a liaison to the Library Board, who will attend regular meetings of the Library Board and provide reports to the Library Board on the activities of the Friends.
6. The Friends agree to coordinate the schedules and duties of members or volunteers working in support of Friends' events and programs.
7. The Friends agree to advocate with local or state leaders on behalf of the Library and the Winnefox Library System under the guidance of the Library and the Library's Board of Trustees.

Memorandum of Understanding signed this _____ day of _____

Kim Molitor
President
Oshkosh Public Library Board of Trustees

President
Friends of Oshkosh Public Library Board of Directors
