



Memorandum of Understanding Between the Pembroke Public Library and the Friends of the Pembroke Library



The following constitutes a mutual operating agreement between the Pembroke Public Library (including the Board of Library Trustees and Library administration) and the Friends of the Pembroke Library. The Friends' mission is to "augment the work of the Library Board of Trustees in gaining support for library improvement, creating public awareness of the role of the library in the community, providing financial support beyond the Library's budget limits, encouraging gifts and endowments to the Library, and supporting legislation important to libraries." 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 and the Friends agree:

- to the joint goal of good communication and transparency among the Board, the Library, and the Friends.
- that any and all monies raised through the Friends' fundraising activities will be spent exclusively on Library programs and services, Friends operational expenses, and other Library defined needs (unless otherwise mutually agreed upon by the Library's representative and the Friends Officers at a meeting), and that all funds should supplement and not supplant public funding.
- to allow the Library to provide withdrawn materials, donated books, and other donated materials determined to be surplus to the Friends to be sold or donated to other organizations.
- that this agreement will stand until and unless it is modified by mutual agreement of the Pembroke Public Library and the Friends Officers or that if either party fails to comply with the agreements set forth, the non-breaching party can move to terminate the agreement or pursue dispute resolution to establish a new agreement.

The Library agrees:

- to allow the Friends to use the name, brand, and images of the Pembroke Public Library for event marketing and community outreach purposes.
- 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.
- to share the Library's strategic initiatives with the Friends and discuss with them how their resources and support might help forward these initiatives.
- to supply the Friends with a list of requests each fiscal year that indicates the anticipated needs for support. The Friends' Executive Board has full authority to accept or deny requests.
- to report on how funds raised by the Friends are utilized.
- to add an agenda item for a Friends report at each regular Board of Library Trustees meeting.
- to acknowledge in promotional materials the support received from the Friends.
- to provide space in the Library for book storage and sorting and an ongoing book sale.
- to provide the Friends with designated spaces in secure Library staff areas for Friends' mail, organizational files, office supplies, and cash.

- to provide public space for Friends' membership brochures and promotional materials.
- to provide public space for Friends' fundraising initiatives (Book Sale, Silent Auction, Raffle, etc.).
- to provide and manage a digital page on the Library's website for the Friends.
- to permit Library staff to collect financial donations and other Friends income during regular open hours.
- to provide basic staff assistance with ongoing book sale and special fundraisers during regular open hours.

The Friends agree:

- to comply with all legal and regulatory requirements and prepare all government filings and reports, both state and federal, as necessary and at its own expense. The Friends' Executive Board will comply with the Friends' articles of organization, bylaws, and applicable federal and state laws and regulations.
- to publicly support the Library and its policies.
- to include a member from the Library's administration as a non-voting presence at all Friends meetings, and to add an agenda item for a Library report at each regular Friends Board meeting.
- that the Library administration has the final say in accepting or declining any and all gifts made to the Library.
- to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.
- that members of the Friends, while working on Library property, will be identified both as Friends, and as Library volunteers, and are subject to all Library policies related to volunteers.
- to notify the Library promptly of any changes to the Statement of Mission and the Bylaws of the Friends.
- that if the Friends cease to actively fundraise and promote the Library, they will dissolve the Friends' nonprofit organization and all assets will transfer to the Library.
- that in the event of the Friends' dissolution, there is no prohibition for the establishment of a new Friends group at any point in the future.

Friends of the Pembroke Library



Deborah Wall, President

Date: 3/18/26

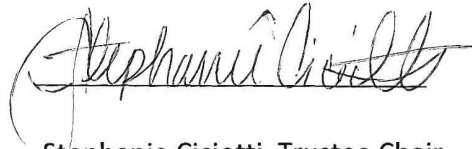
Pembroke Public Library



Julia Nee, Library Director

Date: 3/18/26

Board of Library Trustees



Stephanie Ciciotti, Trustee Chair

Date: 3/18/26