

Friends of Butterfield - Letter of Agreement

The Board of Trustees of the Butterfield Library looks upon Friends of Butterfield as an extremely worthwhile community organization that greatly benefits the Library.

The following will constitute an operating agreement between the Friends of Butterfield and the Board of the Butterfield Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and Friends of Butterfield board.

The Friends mission is to raise money and public awareness in the community to support the services and programs 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 appoint a member of the Library Board as a non-voting liaison to the Friends Board.

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 "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support, usually the Director, in an advisory capacity for activities but they shall not perform any duty or take any act on behalf of the Friends of the Library.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Friends agree to publicly support the Library and its policies.

The Friends agree that any and all monies raised is exclusively for the Library and will be made available annually for programs, services and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the Board of Trustees have the final say in accepting or declining any and all gifts made to the Library per the Gift Policy.

The Friends agree that an annual target will be determined and agreed upon by the Board of Trustees and the President of the Friends of Butterfield.

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.