



Memorandum between Naples Library and Friends of the Naples Library

The following constitutes an operating agreement between the Friends of the Naples Library (Friends) and the Naples Library (Library). This agreement shall be binding for three (3) years following the date of the signatures below unless it is modified by mutual agreement of the Friends Executive board and the Naples Library Board of Trustees.

The Friends mission is to raise public awareness in the community and 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 policies of the Library and the decisions of the Library Director are not subject to Friends' approval.
- The Library agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.
- The Library agrees to support the Friends with a "wish-list" each year that indicates the anticipated needs for the Friends support.
- The Library agrees to provide public space for Friends membership brochures and promotional materials.
- The Library will provide access to the Library copier and meeting room (according to availability) for the Friends' use.
- Trustees for the Library should attend Friends events whenever possible.
- The Friends agrees to publicly support the Library and its policies.
- The Friends agrees to include a member from the Library's Board as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.
- The Friends must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Library, even if they disagree personally.

- The Friends Chairman or designee will serve as a liaison to the Library, reporting at each of their meetings unless requested otherwise by the Library.
- The Friends agree that any and all monies raised will be spent exclusively for the Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.
- The Friends agree that the Library Board of Trustees 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.

BOOK SALE OPERATING AGREEMENT

BACKGROUND: NYS Education Law 226, Article 5, section B states: "Notwithstanding any other provision of law, prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public or free association library which receives over ten thousand (\$10,000) in state aid, such trustees shall (i) offer to donate such books or materials which have no market value to a not-for-profit corporation or political subdivision located within the area of the library system or (ii) offer to sell such books or materials which no have a market value to the general public. The [library] trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

In accordance with this law, the Naples Library Board of Trustees delegates the disposal of the library's discarded items and general public donations of used materials to the Friends of the Naples Library, under these terms:

- The Friends may select from such donations and discards items to sell at the periodic book sale(s) staffed by the Friends and their volunteers.
- The Friends shall establish book sale date(s) for the following year by their November Board meeting and shall use sale location(s) which meet anticipated peak sale attendance, in compliance with town fire codes.
- Sale prices shall be set to maximize fiscal benefits returned to the Library.
- Sale hours shall be set to provide maximum public access, with the understanding that the Friends may require Friends membership for pre-sale access, provided that such membership is open to all members of the public.

- Items declared salvage by the Library Board may be disposed of by public aid as administered by the Friends unless otherwise directed by the Library Board.
- Friends are responsible for the sale remains, cash boxes, and start up change for the sale.
- Friends are responsible for the sorting of gift materials after perusal of donations by the Library Director or representative [so that the Library may continue to supplement its materials collection with gift items useful to the collection].
- Friends are responsible for ensuring that general inventory at the periodic sales(s) is not retained for more than three months after the sale.
- Friends must also operate the periodic sale(s) in such a manner that they reflect positively on both the Library and the Friends.
- The Library will provide the Friends with (upon request):
 - o Use of the library's equipment for sale signs and publicity;
 - o Assistance in publicizing the sale;
 - o Use of the library sale for overnight storage of sale receipts.

CRITERIA FOR USE OF MONEY RAISED BY FRIENDS

- Funds will initially be dedicated to Friends' operating expenses including membership to library organizations & agencies.
- Funds can be expended for items or projects not included or not appropriate for the Library's operating budget, or
- Where use of public money is limited by law.
- Priorities for funds in excess of operating expenses are, in order:
 - o Public service equipment with décor appropriate gift plates of Equipment/supplies/materials which benefit the public
 - o Library programs or other public events in coordination with the Library Director or other library activities or services
- The Friends may have an annual membership in the Association of Library Trustees, Friends and Foundations (ALTAFF) or other organizations dedicated to Library support, if they deem it valuable.

PROCESS FOR EXPENDING MONEY RAISED BY FRIENDS FOR LIBRARY SUPPORT

- All monies, save reimbursement of costs incurred, will be held by the Friends and only expended upon written request from the Director, in accordance with the priorities and criteria of this agreement.
- For requests of under \$500, the Director will submit a written request to the Treasurer of the Friends with a copy to the Friends Board at their next meeting. Upon review of the Friends' budget, and assuming there are monies available, a check will be issued to the Library or appropriate vendor as indicated in the original request.
- For request of \$500 or more, the Director presents a written request to the Friends' Board for a vote. Upon a review of the Friends' budget, and assuming there are monies available, the expenditure will be

put to a vote for the Friends'. Upon a majority of votes and with agreement from the Library Board Liaison, the expenditure is approved. A check will be issued to the Library or appropriate vendor as indicated in the original request.

- When possible, requests are gathered by the Director in October for the November vote.

ADVOCACY

- The Friends members may use their influence to assist the Library in obtaining desired financial support, representing the Library's point of view to legislators and the media.
- The Friends members will be encouraged but not required to contact their local legislators in support of library funding. The Library Director will notify the Friends' Executive Board of important issues and dates.
- The Friends members will be invited to attend Library Lobby Day.

Signed _____ Dated _____

President, Naples Library Board of Trustees

Signed _____ Dated _____

Chairman, Friends of the Naples Library

Adopted 10/2/2018